A D M I S S I O N S

P R O C E D U R E S
ADMISSION PROCEDURES

ADMISSION AND REGISTRATION

The college year is divided into three primary sessions: fall semester, spring semester (including spring intersession) and summer session. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of time of day or period of the year they attend classes. The college library, laboratories, and other facilities are available throughout each session.

Scholastic Requirements for Admission

Students who are high school graduates or equivalent, or who are over 18 years of age and can profit from the instruction offered, may attend Grossmont College.

Admission Procedures: General

Students should observe the following admission procedures:

1. File an application online (www.grossmont.edu).
2. Have official transcripts on file from all colleges attended. An official transcript is one that has been sent directly to the office of Admissions and Records from the issuing institution. Transcripts submitted previously by applicants who never enrolled are kept on file for two years.
   - Grossmont College accepts credit only from institutions accredited by one of the six regional accrediting associations.
   - Veterans receiving benefits must submit all transcripts from previous colleges.
3. Take the English/Reading/Math assessment which is recommended for students who plan to take an English or math class, or to enter a degree, certificate or transfer program. Students who have completed an English and math class at another college may have the assessment waived by presenting transcripts to the Counseling Center. All new students are encouraged to evaluate their present skill levels by taking this assessment. Information from the assessment is used to assist students in appropriate course selection. The assessment is not used to bar admission to Grossmont College.
4. Arrange for an orientation and program advisement appointment.
5. Complete formal registration as scheduled (course selection and fee payment).

Residency Information

Each student enrolled or applying for admission to any California community college will provide information and evidence of residence as deemed necessary by the district Governing Board to determine residence classification. Guidelines for determining residence are outlined in the California Administrative and Education Codes. Falsification of residency information may result in admission to the college being denied.

The determination of a student’s classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the student proposes to attend any community college. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

I. Resident Classification

A. A “resident” is a student who has been both physically present, and has shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California Administrative Code). At Grossmont College the “residence determination date” is the day immediately preceding the first day of instruction of the semester or term to which the student seeks admission.
B. A “non-resident” is a student who has not been either physically present or shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date. Students so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition charge as established by the Grossmont-Cuyamaca Community College District Governing Board.

II. Determination of Residence

A. Residence. The following rules are used to determine place of residence:
   1. Every person has, in law, a residence.
   2. Every person who is married or 18 years of age or older may establish a residence, unless precluded from doing so.
   3. There can be only one residence.
   4. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
   5. A residence cannot be lost until another is gained.
   6. Residence can be changed only by the union of act and intent.
   7. A man or woman may establish his or her residence.
B. Adults. Persons 18 years of age or older may establish residence in accordance with Section A and C (6).
C. Minors. Persons under 18 years of age may establish residence in accordance with the following:
   1. A married minor may establish his/her own residence.
   2. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom the minor lives.
   3. If both parents are deceased and there is no court-appointed guardian, the minor may establish his/her own residence.
   4. If the parent has not been an adult for a full year (those under 19 years of age) immediately preceding the “residence determination date” for the semester, or term, may combine time as a resident minor with time as a resident adult to establish the one year California “resident” requirement.
   5. When applicable, a student who has not been an adult for a full year (those under 19 years of age) immediately preceding the “residence determination date” for the semester, or term, may combine time as a resident minor with time as a resident adult to establish the one year California “resident” requirement.
   6. A student who is a minor and resides with either the father or mother (or both) may be classified as a resident of California if the parent (or parents) with whom the minor lives has had a legal residence in California for more than one year prior to the “residence determination date.”
D. Exceptions

1. A student who is a minor and remains in California after "resident" parents establish residence elsewhere, may retain residency until the minor has attained majority or long enough to establish legal residence, so long as continuous attendance is maintained with at least 12 units at an institution. Nothing in this section will require attendance during summer intersession or any term beyond the normal academic year.

2. The student classified as a "non-resident" shall not obtain "resident" classification as a result of maintaining continuous attendance at an institution without meeting the other requirements of obtaining such classification.

3. A minor student who has been entirely self-supporting and actually present in California for more than one year immediately preceding the "residence determination date," with the intention of acquiring a residence therein, shall be entitled to "resident" classification until the student has resided in the state the minimum time necessary to become a resident.

4. A person who is a natural or adopted child, stepchild or spouse, who is dependent of a member of the armed forces of the United States stationed in California on active duty, shall be waived from paying nonresident tuition during the first year he/she resides in California or until he/she has resided in California the minimum time necessary to become a resident. This exception requires that the member of the armed forces be stationed within California, or has been transferred to a place outside the continental United States directly from a California duty assignment. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section.

5. A person who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be waived from paying nonresident tuition for the entire period he/she is stationed on active duty in California.

6. A person who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be waived from paying nonresident tuition for up to two years for the time he/she lives in California after being discharged. This two year waiver after the discharge date allows the time necessary to establish residence. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran’s state of residence are entitled to resident classification.

7. A student who is an adult alien will be entitled to "resident" classification if the student has been lawfully admitted to the United States for permanent residence, provided that the student has had residence in the State of California for more than one year after such admission prior to the "residence determination date" for the term for which the student proposed to attend the institution.

8. A student who is a minor alien will be entitled to "resident" classification if both the student and the student's parents have been lawfully admitted to the United States for permanent residence, provided that the parents have had residence in the state for more than one year after such admission prior to the "residence determination date" for the term for which the student proposes to attend an institution.

9. A student who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to "resident" classification.

10. A student who holds a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls will be entitled to "resident" classification if such a student meets any of the following requirements:

a. Holds a provisional credential and enrolls in courses necessary to obtain another type of credential authorizing service in the public schools.

b. Holds a credential issued pursuant to Section 44250 and enrolls in courses necessary to fulfill credential requirements.

c. Enrolls in courses necessary to fulfill the requirements for a fifth year of education, prescribed by sub. (b) of Section 44259.

11. A student who is a full-time employee of a California community college or a student who is the child or spouse of a full-time employee of a California community college may be entitled to "resident" classification until the student has resided in the State of California the minimum time necessary to become a resident.

12. A minor student shall be entitled to "resident" classification if, immediately prior to enrolling at an institution, the student has lived and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the "residence determination date." This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at an institution.

13. For purposes of the non-resident tuition fee, a community college district shall disregard the time during which a student living in the district resided outside the state if:

a. The change of residence to a place outside the state was due to a job transfer and was made at the request of the student's employer or, in the case of a student who resided with and was a dependent of the student's parents, the change of residence was made at the request of an employer of either of the student's parents.

b. Such absence from the state was for a period of not more than four years.

c. At the time of application for admission to a college maintained by the district, the student would qualify as a resident if the period of the student's absence from the state was disregarded.

A non-resident tuition fee shall not be charged to a student who meets each of the conditions specified in subdivisions "a through c" inclusive.
III. Factors to be Considered in Determining Residence
A. Residence is established only by the union of both act and intent. The following factors may be used to demonstrate that intent. No one factor is decisive; however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.

1. Registering to vote and voting in elections in California and not in any other state.
2. Filing California personal income taxes as a resident of the state.
3. Ownership of residential property or continuous occupancy.
4. Licensing from the state for professional practice.
5. Maintaining active resident memberships in California professional organizations.
6. Maintain valid resident California vehicle license plates and/or operator’s license.
7. Maintaining active savings and checking accounts in California banks only.
8. Engagement in litigation for which residence is required.
9. Showing California as home address on federal income tax forms.
B. Factors that negate intent will also be considered.
C. The Grossmont College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a student.

IV. Review and Appeal of Classification
Any student, following a final decision on residence classification by the college, may make written appeal to the Chancellor of the district or designee within 30 calendar days of notification of the final decision by the campus regarding classification. The Chancellor, on the basis of the statement of Legal Residence, pertinent information contained in the Dean of Admissions and Records file, and information contained in the student’s appeal, will make the determination and notify the student by United States mail, postage prepaid.

Section 68090 requires that “The Statute Law and the rules and regulations adopted by the Governing Board shall be made available to the students at each institution.” The following are on file in the library:
2014-2015 Grossmont College Catalog and California Education Code, commencing with Section 68000.

V. Reclassification and Financial Independence
Students must request in person at the office of Admissions and Records for a change in classification from non-resident to resident status. Students should be prepared to provide appropriate written documentation.

Education Code Section 68044, as amended by Chapter 102 of the 1981 statutes, requires that the financial independence of a non-resident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

VI. Non-Resident Tuition
A student classified as a “non-resident” will be required, except as otherwise provided in this Chapter, to pay, in addition to other fees required by the institution, non-resident tuition. Non-resident tuition must be paid at the time of registration. All students are dropped from classes for non-payment of fees prior to the start of each semester.

VII. International Students
The procedures for paying tuition fees for a non-resident student who is a citizen and resident of a foreign country shall be the same as for non-resident students.

STUDENT SUCCESS AND SUPPORT PROGRAM
Student Success and Support Program is a partnership between you, the student, and Grossmont College to help you succeed; therefore, it is important to be familiar with staff, programs, services and instruction that will support your goals. Students attending Grossmont College have access to a variety of instructional programs, courses and services which begin with assessment, orientation and advisement.

Access and success require a commitment on the part of the college to provide:

- An admissions process.
- Orientation to college programs, services, facilities, academic expectations and college policies and procedures.
- Counseling/advisement and assistance with course selection.
- Educational Planning
- Assessment* (including Math, English and ESL) in preparation for college work.
- Quality education.
- Follow-up services.
- Information on student academic progress.
- Institutional research and evaluation.
- Student due process for students who believe their rights have been violated.

Access and success require a commitment on the part of the student to:

- Acquire and read the college catalog, class schedules, student handbook and other materials.
- Declare an educational goal and maintain progress toward that goal.
- Participate in orientation, assessment*, counseling and advisement.
- Develop an educational plan.
- Complete class assignments.
- Attend class regularly.
- Utilize support services if needed.

All students are encouraged to be familiar with and participate in this process.

* “Assessment” means the process of gathering information about individual students to facilitate student success. Assessment may include, but is not limited to, information regarding the student’s study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance and need for special services. Assessment involves the collection of such information for purposes of course placement, before or after enrollment, except that the process of assigning a grade by an instructor shall not be considered part of the assessment process. Once a grade has been assigned and recorded in a student’s transcript, it can be used in the assessment process.
Admission: Accelerated High School Students
Qualified high school juniors and seniors may be admitted for concurrent enrollment at Grossmont College in college transfer or technical courses which are not offered at the high school level upon approval of a high school counselor and parents or guardian of the student. High school juniors and seniors admitted in this category are subject to the usual college regulations regarding attendance and scholarship. Courses attempted and units earned will be recorded on a college permanent record card and may be used toward meeting graduation requirements from Grossmont College. High school students are not eligible to receive Title IV Federal Financial Aid.

Admission: Cardiovascular Technology Program (CVTE)
www.grossmont.edu/cvt/

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

The Associate Degree in Cardiovascular Technology Program admits a limited number of students each fall semester. Monthly CVTE Program Preview meetings are posted on the website and offer information about the program and the field of Cardiovascular Technology.

To be eligible for admission to the program, the following must be completed:

1. Completion of all prerequisite courses* with a “C” grade or higher and within the past seven years of applying to the program.
   a. Anatomy and Physiology w/labs (BIO 140, BIO 141, and 141L or BIO 144 and BIO 145)
   b. Fundamentals of Chemistry w/lab (CHEM 115)

* A list of equivalent prerequisite courses in the San Diego County area can be found on the Cardiovascular Technology website.

If prerequisite or general education courses were completed at a college other than Grossmont or Cuyamaca College, two official transcripts will be required. Please provide one (1) official transcript to the Admissions and Records office after completing the application to the college, and one (1) to the CVTE Program office with your completed application and proof of required immunizations for the program (do not mail separately).

2. High school graduation or high school equivalency.

3. Completion of all health care agency required immunizations to include; MMR series (or seropositivity), Hepatitis B series (and seropositivity), TDAP and Varicella (or seropositivity).

4. Submit a completed application to the Cardiovascular Technology Program in person (unless residing outside of San Diego County). Applications are available on the CVTE website at www.grossmont.edu/cvt/app-process and must include the following in order to be placed on the waitlist:
   a. Completed CVTE application.
   b. Official transcripts of all required prerequisite courses for the CVTE major.
   c. Proof of High school graduation or high school equivalency.
   d. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Additional information on the required immunizations is listed on the CVTE program website.

Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Cardiovascular Technology Major. It is strongly recommended that students complete their GE requirements prior to being accepted into the CVTE Program. CVTE Program students are required to obtain an Associate’s Degree per standards set forth from the CVTE accrediting body, The Commission on Accreditation of Allied Health Education (CAAAEP). Evaluation by the Counseling Office will be required of each student, and is the student’s responsibility to make an appointment to have their transcripts evaluated for the degree requirements during their first year in the program.

Upon acceptance to the program the student must submit the following:
   a. A satisfactory physical examination.
   b. A completed American Databank background check and drug screen*.
   d. Evidence of malpractice insurance.

Additional information will be provided to the student by the Cardiovascular Technology Program on the above requirements when the invitation is accepted into the program.

* Students accepted to the Cardiovascular Technology Program are required to undergo a background check and urine drug testing before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. The cost of these procedures may range between $65 - $120. A student is responsible for paying these fees.

IMPORTANT: Any prior conviction of a misdemeanor or felony may influence eligibility for state licensure. A flagged background check or drug screen may also prohibit participation in the CVTE program. Applicants with prior convictions are required to contact the Director of the Cardiovascular Technology Program for confidential advisement and planning prior to applying to the program.

To obtain additional information on the field of Cardiovascular Technology and the program, please visit our website at www.grossmont.edu/healthprofessions and look for the Workshops for Nursing and Allied Health Programs.

Admission: EKG Telemetry Program
http://www.grossmont.edu/cte/telemetry

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

To be eligible for admission to the program, the following must be completed:

1. High school graduation, high school equivalency or higher degree.
2. All health care agency required immunizations to include; MMR series (or seropositivity), Hepatitis B series (and seropositivity), Varicella (or seropositivity) and TDAP. Please refer to the Immunization Record and Statement of Health form on the program website under Student Forms for assistance in completing immunizations.
3. A completed application to be submitted in person to the EKG/Telemetry Program. For those prospective students living outside of San Diego County, applications can be mailed to the EKG/Telemetry Program.
Program. Applications are available on the website at http://www.grossmont.edu/cte/telemetry
Proof of all requirements listed above must accompany the application in order to be placed on the waitlist.

Upon acceptance to the program the student must submit the following:

a. A satisfactory physical examination.
b. A completed American Databank background check and drug screen.
d. Evidence of malpractice insurance.

Additional information will be provided to the student on these requirements when the invitation is accepted into the program.

*Students accepted to the EKG/Telemetry Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. The cost of these procedures may range from $65-$120. The student is responsible for paying these fees. IMPORTANT: Any prior conviction of a misdemeanor or felony may influence eligibility for national certification. A flagged background check or drug screen may also prohibit participation in the EKG program. Applicants with prior convictions are required to contact the Dean of Allied Health and Nursing for confidential advisement and planning prior to applying to the program.

To obtain additional information about the EKG/Telemetry Program, please visit our website at www.grossmont.edu/healthprofessions.

Admission: Registered Nursing (NURS) Programs

www.grossmont.edu/nursing

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Nursing Major.

The Associates Degree in Nursing Program admits a limited number of students every spring and fall semester. To be eligible for admission to the program, the following must be completed in order to apply:

1. High school graduation, high school equivalency or a higher degree.
2. Completion of the following three science prerequisite courses with a grade no less than “C” and a minimum combined GPA of 2.5 or higher.
   a. Anatomy and Physiology (Biology 140, 141 and 141L, or Biology 144 and 145).
   b. Microbiology (Biology 152).
      • Science prerequisite requirement- For nursing majors only, the Biology 120 equivalent may be met with 1 year of high school biology including lab. Please see the program website for more information.
      • Recency Requirement- Anatomy must be completed within 10 years of the application date, Physiology and Microbiology within 7 years of the application date. Science recency is determined from the date of the last science course taken. Repeating Physiology will meet the recency requirement if all 3 science courses are expired. Prior to enrolling in any Physiology course, contact the Nursing Program Office to discuss course repetition.
   c. G.P.A. Requirement- When the combined GPA of the three science courses is not 2.5, and if repeating one of the courses could bring the science GPA to 2.5, the student may repeat one course determined by the Nursing Program Office.
   d. Within 5 years of the application date, no more than one science prerequisite may be repeated; all three courses may not be repeated.
   e. Labs must be taken in the classroom setting for all 3 science prerequisite courses. Online science lecture or labs are not permitted.

3. Recommended completion of the Nursing major “fixed set” General Education courses to include; English 120 or 124, Math 103 or higher, (Math 160 is required for BSN transfer), Sociology 114 or 120, Psychology 120, Communication 122. Courses must be completed with a minimum GPA of 2.5 with no grade less than a “C” achieved.

4. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, Diphtheria, Acellular Pertussis and Varicella; evidence of a negative Tuberculosis test or a clear chest x-ray for a documented positive Tuberculosis test. Please refer to the Immunization Record and Statement of Health form on the program website for more information http://www.grossmont.edu/nursing/studentforms.

5. Official transcripts of all college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted into the Nursing Program, if not previously submitted. These transcripts do not substitute for the official transcripts that are required for the application packet.

6. Prospective students may submit a completed application packet during specified periods indicated on the website. Please review the program application and checklist to verify all required documentation is included. Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, applications can be mailed.
   • The program application, forms and application periods can be found on the Nursing Program website at www.grossmont.edu/nursing.

Upon acceptance to the program the student must submit the following:

a. A satisfactory physical examination.
b. A completed American Databank background check and drug screen.
d. Evidence of malpractice insurance

Students are required to pay $24 per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

Additional information will be provided to the student by the Nursing Program on the above requirements when the invitation is accepted into the program. Complete all Grossmont College admission requirements as noted in this catalog.
IMPORTANT: Students accepted to the nursing program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost of $65 for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program. Any prior conviction of a misdemeanor or felony may influence eligibility for licensure as a Registered Nurse. Applicant with prior convictions are required to contact the Director of Nursing for confidential advisement and planning prior to applying to the Grossmont College Nursing Program.

Note: Students currently in default of any Health Professions student loan are ineligible to attend the Grossmont College Nursing Program.

Note: Before initiating the challenge policy for any nursing course, the student must first meet with the Director of Nursing and may not be enrolled in the course they are planning to challenge. Please note only 8 units may be challenged.

California Licensed Vocational Nurses are eligible to complete a 30-unit option. Please contact the Nursing Office for explanation of the required course content and the advantages and limitations of the 30-unit option.

To obtain additional information about the Nursing Program, please visit our website at www.grossmont.edu/nursing.

**Admission: Occupational Therapy Assistant (OTA) Program**

(http://www.grossmont.edu/healthprofessions/ota)

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

**Application Procedure:**

1. Complete prerequisite courses Biology 140 and 141 or Biology 144 and 145 with a “C” grade or higher. (Bio 140 or Bio 145 must be completed no longer than 5 years from the date of application to the OTA Program)

2. Complete Grossmont College admissions application and return to Admissions and Records Office.

3. Request two official college transcripts for all college credit earned. You will submit one to Grossmont College Admissions and Records. The second set of transcripts you will need to have mailed to you in an official sealed envelope. You will need to put in an envelope the following: Official sealed transcripts, completed OTA Program application and high school diploma, transcript or GED if you do not have a associates degree or higher and evidence of required immunizations and/or immunity as listed on the program website. This completed envelope must be hand delivered. If you live outside of San Diego County you may mail in your completed envelope. Application for OTA Program is available: www.grossmont.edu/healthprofessions under OTA program.

4. Any prior convictions of a misdemeanor or felony may influence eligibility for state licensure and eligibility to sit for National Boards as an Occupational Therapy Assistant. Applicants with prior convictions are urged to call Occupational Therapy Board of California at 1-916-263-2294 and NRcot at 1-301-990-7979.

5. Upon acceptance to the Occupational Therapy Program the student must submit the following:

Additional information will be provided to the student by the OTA Program on the following requirements when the invitation has been accepted into the program.

- A satisfactory physical examination
- Current American Heart Association CPR Card for health providers
- Evidence of malpractice insurance
- Clear background check and drug screen
- Proof of medical insurance
- Complete all Grossmont College admissions requirements as noted in the catalog
- Signature pages of OTA Student Handbook

**Admission: Orthopedic Technology (OT) Program**

http://www.grossmont.edu/cte/orthopedictech

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

To be eligible for admission to the program, the following must be completed:

1. Completion of all prerequisite courses* with a “C” grade or higher
   - Anatomy (BIO 140) or Anatomy & Physiology I (BIO 144)

   *A list of equivalent prerequisite courses in the San Diego County area can be found on the Orthopedic Technology website.

If prerequisite or general education courses were completed at a college other than Grossmont or Cuyamaca College, two official transcripts will be required. Please provide one (1) official transcript to the Admissions and Records office after completing the application to the college, and one (1) to the Orthopedic Technology Program office with your completed application and proof of required immunizations for the program (do not mail separately).

2. Completion of all health care agency required immunizations to include: MMR series (or seropositivity), Hepatitis B series (and seropositivity), Varicella (or seropositivity), and TDAP.

3. Submit a completed application to the Orthopedic Technology Program in person (unless residing outside of San Diego County). Applications are available on the OT website at http://www.grossmont.edu/cte/orthopedictech and must include the following in order to be placed on the waitlist:
   - Completed Orthopedic Technology application.
   - Official transcripts of all required prerequisite courses.
   - Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Additional information on the required immunizations is listed on the OT program website.

Applicants wishing to receive an Associate in Science in Orthopedic Technology are urged to complete the courses for the major and for General Education prior to entering the OT Program. Please contact the Counseling Center for degree requirements.

**Upon acceptance to the program the student must submit the following:**

- A satisfactory physical examination.
- A completed American Databank background check and drug screen*.
- Current American Heart Association CPR card for Healthcare Providers.
- Evidence of malpractice insurance.
Additional information will be provided to the student by the Orthopedic Technology Program on the above requirements when the invitation is accepted into the program.

*Students accepted to the Orthopedic Technology Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. The cost of these procedures may range between $65 - $120. The student is responsible for paying these fees. IMPORTANT: Any prior conviction of a misdemeanor or felony may influence eligibility for national certification. A flagged background check or drug screen may also prohibit participation in the OT program. Applicants with prior convictions are required to contact the Dean of Allied Health and Nursing for confidential advisement and planning prior to applying to the program.

To obtain additional information on the field of Orthopedic Technology and the program, please visit our website at www.grossmont.edu/healthprofessions and look the Workshops for Nursing and Allied Health Programs.

Admission: Respiratory Therapy (RESP) Program

www.grossmont.edu/healthprofessions/rtprogram

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

To be eligible for admission to the program, the following must be completed:

1. Completion of all prerequisite courses* with a “C” grade or higher and within the past seven years of applying to the program.
   a. Anatomy and Physiology w/labs (BIO 140, BIO 141, and 141L or BIO 144 and BIO 145)
   b. Fundamentals of Chemistry w/lab (CHEM 115 or one year of High School Chemistry)
   c. Paramedical Microbiology (BIO 152)

*A list of equivalent prerequisite courses in the San Diego County area can be found on the Respiratory Therapy website.

If prerequisite or general education courses were completed at a college other than Grossmont or Cuyamaca College, two official transcripts will be required. Please provide one (1) official transcript to the Admissions and Records office after completing the application to the college, and one (1) to the RESP Program office with your completed application and proof of required immunizations for the program (do not mail separately).

2. High school graduation, high school equivalency or a higher degree.

3. Completion of all health care agency required immunizations to include; MMR series (or seropositivity), Hepatitis B series (and seropositivity), TDAP and Varicella (seropositivity).

4. Submit a completed application to the Respiratory Therapy Program in person (unless residing outside of San Diego County). Applications are available on the RESP website at www.grossmont.edu/healthprofessions/rtprogram and must include the following in order to be placed on the waitlist;
   a. Completed Respiratory Therapy application.
   b. Official transcripts of all required prerequisite courses for the RESP major.
   c. Proof of high school graduation, high school equivalency or a higher degree.
   d. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Additional information on the required immunizations is listed on the RESP program website.

Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Respiratory Therapy Major. It is strongly recommended that students complete their GE requirements prior to being accepted into the RESP Program. Respiratory Therapy Program students are required to obtain an Associate’s Degree per standards set forth from the accrediting body, Commission on Accreditation for Respiratory Care (COARC).

Evaluation by the Counseling Office will be required of each student, and is the student’s responsibility to make an appointment to have their transcripts evaluated for the degree requirements during their first year in the program.

Upon acceptance to the program the student must submit the following:

   a. A satisfactory physical examination.
   b. A completed American Databank background check and drug screen*.
   d. Evidence of malpractice insurance.

Additional information will be provided to the student by the Respiratory Therapy Program on the above requirements when the invitation is accepted into the program.

*Students accepted to the Respiratory Therapy Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. The cost of these procedures may range between $65 - $120. The student is responsible for paying these fees.

IMPORTANT: Any prior conviction of a misdemeanor or felony may influence eligibility for state licensure. A flagged background check or drug screen may also prohibit participation in the RESP program. Applicants with prior convictions are required to contact the Director of the Respiratory Therapy Program for confidential advisement and planning prior to applying to the program.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care. This accreditation allows the student to sit for the licensure exam for the State of California and the advanced practitioner national registry exams. Grossmont College CoARC # 200085. CoARC, 1248 Harwood Road, Bedford, Texas 76021. Phone: (817) 283-2835, Fax: (817) 354-8519 Website: www.coarc.com

To obtain additional information on the field of Respiratory Therapy and the program, please visit www.grossmont.edu/healthprofessions and look for the Workshops for Nursing and Allied Health Programs.
Admission: Anesthesia Technician Program

http://www.grossmont.edu/healthprofessions

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.

To be eligible for admission to the program, the following must be completed:

1. Completion of all prerequisite courses* with a “C” grade or higher
   a. Anatomy (BIO 140) or Anatomy & Physiology I (BIO 144) or equivalent
   and
   b. Medical Terminology (B OT 161) or equivalent

*A list of equivalent prerequisite courses in the San Diego County area can be found on the Anesthesia Technology website.

If prerequisite or general education courses were completed at a college other than Grossmont or Cuyamaca College, two official transcripts will be required. Please provide one (1) official transcript to the Admissions and Records office after completing the application to the college, and one (1) to the Anesthesia Technology Program office with your completed application and proof of required immunizations for the program (do not mail separately).

2. Completion of all health care agency required immunizations to include; MMR series (or seropositivity), Hepatitis B series (and seropositivity), TDAP and Varicella (or seropositivity).

3. Submit a completed application to the Anesthesia Technology Program in person (unless residing outside of San Diego County). Applications are available on the Anesthesia Technician website at http://www.grossmont.edu/cte/anesthesiatech and must include the following in order to be placed on the waitlist;
   a. Completed Anesthesia Technology application.
   b. Official transcripts of all required prerequisite courses.
   c. Documented proof of the required immunizations and/or tests. *Immunizations must be complete in order to submit an application. Additional information on the required immunizations is listed on the Anesthesia Technician program website.

Upon acceptance to the program the student must submit the following:
   a. A satisfactory physical examination.
   b. A completed American Databank background check and drug screen*.
   d. Evidence of malpractice insurance.

Additional information will be provided to the student by the Anesthesia Technology Program on the above requirements when the invitation is accepted into the program.

*Students accepted to the Anesthesia Technology Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. The cost of these procedures may range between $65 - $120. The student is responsible for paying these fees. IMPORTANT: Any prior conviction of a misdemeanor or felony may influence eligibility to practice as an Anesthesia Technician. A flagged background check or drug screen may also prohibit participation in the Anesthesia Technician program. Applicants with prior convictions are required to contact the Dean of Allied Health and Nursing for confidential advisement and planning prior to applying to the program.

FEES

Grossmont College is a part of the California Community College system and requires enrollment and health fees for all students payable at the time of registration. Students are dropped from classes for non-payment of fees prior to the start of each semester. The Board of Governors Waiver Program provides methods to assist low-income students to pay the enrollment and health fees. Eligibility requirements are available in the Financial Aid Office or at www.grossmont.edu/fa/feewaivers. A parking fee will be charged to all students using the parking facilities.

Students are required to purchase their own textbooks and supplies and may be required to pay for equipment which is lost or broken after it has been issued. All students are encouraged to support the student activity program through the purchase of a Student Benefit Card. It may become necessary to levy additional fees in order to defray costs above and beyond those associated with instruction.

Health Fee

The Health Services Office provides services to all enrolled students who have paid the Health Fee or have received a financially determined waiver for the Health Fee. Students whom depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the payment of the Health Fee. The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event. Insurance deductibles range from $50 to $100. Student Insurance is secondary to any group, blanket franchise, group practice, individual practice or other pre-payment coverage; the claim must be filed with primary insurance first. Health Services information, accident/illness report forms and insurance claim forms and referrals for care can be obtained in Health Service, Building 60 - Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website www.grossmont.edu/health-services/.

Note: Students whom depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Waiver forms may be obtained in Admissions and Records, Student Affairs Office and Student Health Services. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Associate Dean of Student Affairs.
**Refund Schedule**

Refunds will be made in the following categories only:

**Tuition and Fees**

A. **Erroneous Determination of Non-resident Status.**

If a student is erroneously determined to be a non-resident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented within the period for which the fee was paid. These refunds shall be made only upon authorization of the Dean of Admission and Records and Financial Aid and/or the Vice President of Student Services.

B. **Compulsory Military Service Requiring Withdrawal.** (See Dropping Courses, page 21.)

C. **Withdrawal from College or Reduction of Program.**

The refund schedule for international student tuition, non-resident tuition, enrollment fees, health services fees, usage/breakage fees, parking fees and student benefit card fees is as follows:

- Full semester courses:
  - 100% refund through first two weeks of instruction
  - 0% refund after second week of instruction
  - 8 week courses:
    - 100% refund through first week of instruction
    - 0% refund after first week of instruction
- Other short-term classes:
  - Contact the Cashier's Office for dates.

**Textbooks**

A. **Refunds - New and Used Texts**

The refund period is posted in the Bookstore and always continues through the first week of classes. Students may refund textbooks with official evidence showing that he/she has dropped the class during the first 30 days of regular semester classes. Refunded books must be in original purchase condition. To obtain a refund for a text, the student must present, along with the book to be refunded, a correct cash register receipt reflecting the item purchased.

B. **Buyback - New and Used Texts**

Books can be sold back to the Bookstore for cash at the end of every semester during finals week only. Books MAY be worth up to 50 percent of the purchase price if they are being used the following semester. Certain books have little or no value. A change in title is determined by the instructor. A change in edition is determined by the publisher. Cash register receipts are not needed for buyback. The Bookstore cannot guarantee the buyback of any book at any time.

**Transcripts**

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges, may request transcripts. Two transcripts are provided without charge; additional copies and immediate or rush transcripts may be obtained for a fee. For more information regarding transcripts, please visit: [www.grossmont.edu/admissions/transcripts](http://www.grossmont.edu/admissions/transcripts)

**Transfer Credit**

**Evaluation of U.S. Transcripts**

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree, baccalaureate or graduate credit by that institution will be accepted by Grossmont College for credit. The extent to which courses taken at other colleges satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Grossmont College curriculum. Courses completed at institutions without regional accreditation are not accepted.

**Evaluation of Foreign Transcripts**

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Grossmont College accepts the evaluation of foreign transcripts only from the following two academic evaluations companies:

1. **Academic Credentials Evaluation Institute, Inc. (ACEI)**
   - P.O. Box 6908
   - Beverly Hills, CA 90212
   - USA TEL (310) 275-3530
   - FAX (310) 275-3528
   - [www.acei1.com](http://www.acei1.com)

2. **International Education Research Foundation (IERF)**
   - P.O. Box 366S
   - Culver City, CA 90231-366S
   - USA TEL (310) 390-6276
   - FAX (310) 397-7686

Students will need to contact the evaluation company they select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Evaluations Office, Grossmont College, 8800 Grossmont College Drive, El Cajon, CA. 92020.

**Grossmont College’s Procedure for the Evaluation of Foreign Transcripts**

1. Students must submit to Admissions and Records a detailed evaluation report from one of the companies listed above with subject breakdowns and grades from the official foreign transcripts. The official report must be in English and in a sealed envelope.

2. The official report will be reviewed by the Grossmont College Evaluations Office regarding the possible clearing of general education courses for graduation.

3. English and Communication courses on any evaluation report will be awarded elective credit only.

4. Courses will only be used to satisfy major requirements with the approval of the department on a “Modification of Major” form.

5. International coursework is not considered transferable. Check with transfer institution.

6. In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign course work can be completed.

7. Official transcripts will not be required by Grossmont College since the official transcripts are submitted to the evaluation service.
VERIFICATIONS OF ENROLLMENT

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) Verification of enrollment may be obtained at three dollars ($3) per copy. Exception: this charge will not be assessed for student loan deferments. An immediate or rush verification of enrollment will be provided for five dollars ($5). For more information regarding Verification of Enrollment, please visit: http://www.grossmont.edu/admissions/verifications.

VETERANS

Grossmont College is an approved institution for the training of veterans under United States and California statutes. The Veterans Office on campus will provide information regarding service-connected benefit programs. This office is designed to serve the needs of veterans who qualify for education benefits. The student will receive assistance in filing for benefits, updating information on various forms, and in corresponding with the Veterans Administration, which includes advocacy in problem cases and related matters. The Veterans Office will assist veterans or veteran-related students who are actively pursuing academic goals in all aspects of student life through educational planning and in acquiring tutorial services.

Upon filing an application for admission to the college, a veteran should immediately contact the Veterans Office on campus. The military form DD-214 and a Certificate of Eligibility (COE) from the VA must be presented to the Veterans Office within the first semester of attendance. The veteran must request that official transcripts from all previous colleges be sent to the Admissions and Records Office within the first semester of attendance.

All prior course work will be evaluated to provide a complete academic history for students pursuing an associate’s degree, transfer to a 4-year institution, or a certificate of achievement. Students will not be paid for take courses that are equivalent to successfully completed coursework from another institution or for courses that fulfill a general education, major or elective area for graduation or transfer that has already been fulfilled. A veteran may not repeat a course and receive veterans’ benefits where a “D” or “F” grade was received unless a grade of “C” is required for the degree or to clear a prerequisite.

A veteran receiving benefits is required by the Veterans Administration to maintain regular class attendance and satisfactory progress. Students should refer to sections of this catalog on General Education and Associate Degree Requirements. For transfer curriculum requirements, consult with a counselor.

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Grossmont College will not certify the student’s enrollment to the VA for payment of benefits until the cumulative GPA in the district has improved to a 2.00.
The Veterans Resource Center (VRC), located in building #21, provides a central entry point for veterans and their families. The overall goal is to deliver tangible tools and services to optimize students’ academic success. Separate from the campus Veterans Affairs Office, the VRC fosters a collaborative delivery of student services between such offices as Disabled Student Programs and Services (DSPS), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families.

The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., DSPS, campus Veterans Affairs Office, community veterans agencies)

For more information, contact the Veteran’s Affairs Office at 619-644-7165.

INTERNATIONAL STUDENT PROGRAM

International students are encouraged to learn more detailed up-to-date information on the Grossmont College website at www.grossmont.edu/internationalstudents.

Admission

1. Applications for admission must be received by the following deadlines:
   - **Fall semester – June 1** - for all applicants
   - **Spring semester – October 15** - for applicants from home country.
   - **November 1** - for F1 Visa students transferring from United States school.

2. All application documents must be received by these deadlines.

3. Proof of English proficiency must be submitted in order to be considered for admission. The minimum score is 450 paper based and 45 internet computer based for TOEFL or 4.5 IELTS. The test score must be completed by the application deadline. (See information on American Collegiate English in the General Information section of this catalog.)

Full-Time Status

An international student must maintain a minimum of 12 units with a 2.0 grade point average each semester while at Grossmont College.

Financial Resources

1. Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year’s education and living expenses to the satisfaction of the office of Admissions and Records.

2. An international student attending Grossmont College must pay tuition and other fees as required by the Governing Board.

3. Financial aid is not available for international students.

4. An international student may not work off campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records.

Health

Grossmont College strongly recommends that international students obtain a health and accident insurance policy. The Student Health Services Office has information on where to acquire such a policy.

Housing

No housing facilities are available on the college campus. A limited listing of available rentals can be obtained in the Associated Students of Grossmont College, Inc., Office and ASCG, Inc., website at www.asgcinc.org or the International Student Handbook. The college assumes no responsibility for providing or supervising such housing facilities.

Grading Standards

International students are subject to all Grossmont College grading, probation and disqualification standards.

Notification of Admission

Students will be notified of their acceptance to Grossmont College. Students are expected to be available for preregistration orientation and educational counseling approximately four to six weeks prior to the start of each semester.

Student Body Diversity

For information regarding the diversity of the college’s student body, please contact the Office of Student Affairs; room 60-204, (619) 644-7600, 8800 Grossmont College Dr., El Cajon, CA 92020-1799.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one’s own) and plagiarism (presenting another writer’s ideas, materials, images, or words as one’s own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and
are expected to read the college’s statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

**Computer Software Copyrights**

Computer software is protected by the Federal Copyright Act of 1976. Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any district facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. The following guidelines apply to the use of College acquired software:

1. The user is responsible for complying with whatever terms and conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

2. No copies of software may be made except in the following cases:
   a. Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
   b. Some software, when site licensed by the producer, may permit multiple use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license.
   c. The number of simultaneous users and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
   d. Some software, in particular programming languages, allows code to be copied and incorporated within user written software. Such use is generally permitted as long as the software is for personal use and not sold, rented, or leased. If distribution of commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.
   e. The intended or unintended piracy, damage, alteration or removal of any college acquired software may be treated as an act of theft or malicious destruction. Grossmont College may choose to withhold computer services to persons who have been identified as engaging in these acts.

**Academic Renewal**

When previously recorded Grossmont College work is substandard and not reflective of a student’s present level of demonstrated ability, this policy will allow alleviation of substandard work. Academic renewal cannot be used to set aside semesters containing course work which has been used to meet degree, certificate or certification requirements. Two semesters may be alleviated; only complete semesters may be alleviated, i.e., not individual courses. Summer session, if it is to be alleviated, will be counted as a semester.

When courses are alleviated, grades in courses taken during the semester to be alleviated remain on the student’s record but are not used in the computation of the GPA. Academic renewal actions are irreversible.

**Criteria**

Substandard work completed at Grossmont College may be alleviated subject to all of the following criteria:

1. The student has requested the action formally and has presented evidence that work completed in the semester(s) under consideration is substandard and not representative of present scholastic ability and level of performance.

2. Since the end of the semester to be alleviated one or more years have elapsed and the student has completed 20 units with at least a 2.5 GPA, or 30 units with at least a 2.0 GPA. Work completed at another accredited institution can be used to satisfy this requirement. Units completed with “P” (Pass) grades will be excluded and not counted toward fulfillment of this requirement.

**Procedure**

1. The Petitions Committee shall review all requests for academic renewal. Prior to a determination, the student must submit official transcripts from all colleges attended.

2. The student must formally request a review of substandard work to be alleviated. The committee will determine if all criteria have been met and if one or two semesters shall be alleviated. Determination by the committee shall be final.

3. In the event of admission to Grossmont College as a transfer student from other colleges where course work has been alleviated, such alleviated work will be counted toward the maximum of alleviated work allowed. (A student is allowed a total of two semesters, regardless of the number of institutions attended.) If the other institution allowed alleviation of partial semesters, the work in question shall be counted as one semester of alleviation for the purposes of this policy.

4. When such action is taken, the student’s permanent academic records shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements. However, all work will remain legible on the record insuring a true and complete academic history.

**Access to Educational Programs**

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6, of Title 5 Code of Regulations.
ADDING COURSES
Students may add courses only during the official “Add” period. Students may add online once a session has begun using an “authorization code (add code)” issued by the instructor or submit the completed “Change of Program Card” to the Admissions and Records Office.
Students may enroll in more than 18 units per semester or 8 units in summer session after the start of the semester session with an overload petition. Overload petitions must be approved by a counselor. Excessive overloads will require an appointment with the Dean of Counseling Services.

ATTENDANCE REQUIREMENTS
Instructors are obligated, at the beginning of the semester, to announce to their students their policy regarding excessive absence. When absences exceed the number of hours that a class meets in a week the instructor may drop the student from the class. Failure to attend the first class meeting (no show) may result in the student being dropped from the class. It is the student’s responsibility to discuss anticipated extensive absences with the instructor. Make-up work for an absence of any kind must be completed to the satisfaction of the instructor. No absence relieves the student of the responsibility of completing all work assigned.

AUDITING COURSES
It shall be the policy of the Board to permit audit of courses as follows:
1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the second week of instruction.
2. A nonrefundable audit fee of $15 per unit plus any required student or instructional materials fee (e.g., health fee of $18, materials fee) shall be payable at the time of enrollment as an auditor.
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. If the student drops below the 10-unit level, the $15 per unit audit fee will be assessed.
4. Audit enrollment will be based on “seats available” and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

COURSES TAKEN OUT OF SEQUENCE
Satisfactory completion of courses (i.e., English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

CREDIT BY EXAMINATION
Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Grossmont College. Credit by examination shall not count toward the residence requirement for graduation nor shall it count toward verification of full-time status. Such credit may be granted only:
1. To a student who is registered at Grossmont College.
2. For a course listed in the catalog of Grossmont College and identified in the class schedule as one for which credit by examination may be granted.
3. In an amount not greater than the credit listed for the course.
4. To a student who has not enrolled in or completed the same course or an advanced course in the area in which credit by examination is requested. A student who drops a course during the first four weeks of a full semester course will not be considered as enrolled for the purposes of credit by exam.

Information concerning those courses in which credit by examination may be granted is found in the class schedule. Credit earned by examination shall be appropriately annotated on the college transcript.

CREDIT FOR MILITARY SERVICE SCHOOLS
Credit may be granted for military service schools as recommended in the publication, A Guide to Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education. Credit will be granted for those training courses substantially similar to coursework offered by Grossmont College. Military credit granted by Grossmont College can be used to satisfy elective credit when awarding a CSU transfer degree.

Military credit will be counted toward graduation as general education or elective credit only, unless specifically accepted by a department for use within a student’s major. A maximum of 20 units of military credit will be allowed.

To request evaluation of military credit, submit your military transcript to Admissions and Records and complete the Request for Military Credit in the Veteran’s Office.

DEFICIENCY NOTES
It is assumed at Grossmont College that students are aware of their academic progress in any course at any time; however, when in the instructor’s opinion, a student is deficient in a course, the instructor may require a conference with the student to discuss his/her progress. Notice that course work is deficient may be conveyed to the student either in writing or by oral communication. The college does not require official notification by the instructor when a student’s work is unsatisfactory in a course.
DISMISUAL FROM CLASS AND/OR COLLEGE

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the college for the duration of the semester.

DROPPING COURSES

A student may drop courses online or submit a “Change of Program Card” to the Admissions and Records Office. Classes dropped during the program adjustment period do not appear on the student’s transcript. All withdrawals must be initiated prior to the end of the 12th week of a full semester course (a proportionate amount of time for short-term classes). Students should be aware that the “W” will be taken into consideration in determination of progress alert or disqualification status. Students must clear all obligations to the college prior to withdrawal.

Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Should a verified condition require a complete withdrawal after the final drop deadline, a student may file a petition at the Admissions and Records Office for a Medical Withdrawal. A medical withdrawal includes a “W” and does not include a refund and can only be granted for all courses in a semester at Grossmont College. A partial medical withdrawal can apply only to ES/DANC activity courses. The student must file a petition with documentation to the Petitions Committee for these types of withdrawals.

Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress alert and dismissal calculations.

It is the student’s responsibility to clear all obligations to the college prior to withdrawal. Additionally, it is the student’s responsibility to officially drop courses they are taking even if withdrawal is unapproved. If a course is not officially dropped, the student may receive an “F” for the course.

EXAMINATIONS

Final Examinations

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Formal examinations are required in all courses and must be given according to the schedule provided in the class schedule. No student may be excused from formal examinations. Instructors will not ordinarily give final examinations at any time other than those regularly scheduled times.

Early Finals

If, in the opinion of the instructor, an extreme emergency justifies the giving of a final examination prior to the regularly scheduled date, the instructor shall obtain approval from the appropriate dean in writing that an early examination is being given. This request shall include the title of the course, the reason why the early examination is authorized and the name of the student.

Late Finals

In the event of severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled date, the instructor must be notified at the time and, as soon as possible, the student must make up the examination missed. In all cases the illness or emergency must be verified.

EXTERNAL EXAMS CREDIT

Grossmont College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Such exams may also be used to certify areas on CSU GE-Breadth and IGETC. In order to receive credit, students must submit official scores (transcripts) to the Admissions and Records Office. If a student receives External Exam credit and then takes the equivalent Grossmont College course, the unit credit for duplication will be deducted prior to being awarded the AA/AS degree.

The following charts show the exams, the equivalent course (s), if any, at Grossmont College, and the specific area of Grossmont College, CSU GE Breadth, and IGETC general education requirements that may be cleared. For exams not on this list, see the Articulation Officer.

Examinations may be incorporated into the certification of CSU or IGETC General Education Breadth requirements by any certifying institution. All CSU and UC campuses will accept the minimum units shown and apply them toward fulfillment of the designated GE area if the examination is included as part of a full or subject-area certification. Please note that individual campuses may choose to grant more units than those specified toward completion of GE requirements. See individual university catalogs or check with a counselor.

Advanced Placement (AP)

Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how AP credits are awarded; award varies. Additional units may count for elective units toward eligibility for admission to a CSU or UC; check with a counselor.

To obtain AP transcripts, students may visit www.collegeboard.org or contact AP Services at 609-771-7300 or toll free at 888-225-5427.

College Level Examination Program (CLEP)

Students intending to transfer should check with the college counseling office or transferring institution to determine their policy. Students are cautioned that CLEP policies vary among colleges in both the number of units awarded and acceptable scores for receiving credit. The CSU has approved the application of CLEP on GE certifications. Students should see a counselor for information about the awarding of CLEP credit for Grossmont College’s general education areas as well as the application of CLEP on CSU GE breadth certifications.

To obtain CLEP transcripts, visit www.collegeboard.org.

International Baccalaureate (IB)

Examinations will be evaluated for specific course credit to satisfy a major requirement or to clear a prerequisite by the appropriate instructional department. Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how IB credits are awarded, award varies.

To request IB transcripts, students may contact International Baccalaureate at www.ibo.org.

The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A3 does not clear English - Written Communication.
## Advanced Placement (AP) Examinations

CSU and UC course-to-course equivalencies for major preparation may require higher scores. See individual university catalogs for more information.

<table>
<thead>
<tr>
<th>AP Exam &amp; Required Minimum Score</th>
<th>Grossmont Course Equivalent &amp; College Credit (Semester Units)</th>
<th>Grossmont College GE Area (Semester Units)</th>
<th>CSU GE Certification Area (Semester Units)</th>
<th>IGETC Certification Area (Semester Units)</th>
<th>CSU (Semester) &amp; UC (Semester / Quarter) Admission Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History 3</td>
<td>ART 140, 141 6 units</td>
<td>C3 3 units</td>
<td>C1 or C2 3 units</td>
<td>A or B 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>#Art Studio – 2D</td>
<td>ART 120 3 units</td>
<td>C3 3 units</td>
<td>N/A</td>
<td>N/A</td>
<td>CSU: 3 / UC: 5.3 / 8</td>
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<tr>
<td>#Art Studio – 3D</td>
<td>ART 120 3 units</td>
<td>C3 3 units</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>#Art Studio – Drawing</td>
<td>ART 124 3 units</td>
<td>C3 3 units</td>
<td>N/A</td>
<td>N/A</td>
<td>CSU: 3 / UC: 5.3 / 3</td>
</tr>
<tr>
<td>Biology 3</td>
<td>BIO 120 4 units</td>
<td>B1- w/lab 4 units</td>
<td>B2 &amp; B3 4 units</td>
<td>5B &amp; 5C 4 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>*Calculus AB 3</td>
<td>MATH 180 5 units</td>
<td>*A3 3 units</td>
<td>*B4 3 units</td>
<td>*2A 3 units</td>
<td>*CSU: 3 / *UC: 2.6 / 4</td>
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<tr>
<td>*Calculus BC 3</td>
<td>MATH 280 4 units</td>
<td>*A3 3 units</td>
<td>*B4 3 units</td>
<td>*2A 3 units</td>
<td>*CSU: 6 / *UC: 5.3 / 8</td>
</tr>
<tr>
<td>Chemistry 3</td>
<td>CHEM 141, 142 10 units</td>
<td>B2 - w/lab 4 units</td>
<td>B1 &amp; B3 4 units</td>
<td>5A &amp; 5C 4 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Chinese: Language &amp; Culture 3</td>
<td>CHIN 120, 121 10 units</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>*Computer Science A 3</td>
<td>CSIS 293 4 units</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>*CSU: 3 / *UC: 1.3 / 2</td>
</tr>
<tr>
<td>Computer Science AB 3</td>
<td>CSIS 293 4 units</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>Economics - Macroeconomics 3</td>
<td>ECON 120 3 units</td>
<td>D1 3 units</td>
<td>D2 3 units</td>
<td>4B 3 units</td>
<td>CSU: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Economics - Microeconomics 3</td>
<td>ECON 121 3 units</td>
<td>D1 3 units</td>
<td>D2 3 units</td>
<td>4B 3 units</td>
<td>CSU: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>English Language &amp; Composition 3</td>
<td>ENGL 120 3 units</td>
<td>A1 3 units</td>
<td>A2 3 units</td>
<td>1A 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>English Literature &amp; Composition 3</td>
<td>ENGL 120, 122 6 units</td>
<td>A1 &amp; C2 6 units</td>
<td>A2 &amp; C2 6 units</td>
<td>1A or B 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Environmental Science 3</td>
<td>Elective credit 4 units</td>
<td>B2 – w/lab 4 units</td>
<td>B1 &amp; B3 4 units</td>
<td>5A &amp; 5C 3 units</td>
<td>CSU: 4 / UC: 2.7 / 4</td>
</tr>
<tr>
<td>French Language 3</td>
<td>FREN 120, 121 10 units</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Geography 2 (Human Geography) 3</td>
<td>GEOG 130 3 units</td>
<td>D1 3 units</td>
<td>D5 3 units</td>
<td>4E 3 units</td>
<td>CSU: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>German Language 3</td>
<td>GERM 120, 121 10 units</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>History – European 3</td>
<td>HIST 105, 106 6 units</td>
<td>C1 3 units</td>
<td>C2 or D6 3 units</td>
<td>3B or 4F 3 units</td>
<td>CSU: 6 / UC: 5.3 / 8</td>
</tr>
</tbody>
</table>

# UC maximum for Art Studio is 5.3 semester units or 8 quarter units for all exams.
*If a student passes more than one exam in calculus or computer science, only one may be applied to CSU/ UC baccalaureate.
<table>
<thead>
<tr>
<th>AP Exam &amp; Required Minimum Score</th>
<th>Grossmont Course Equivalent &amp; College Credit (Semester Units)</th>
<th>Grossmont College GE Area (Semester Units)</th>
<th>CSU GE Certification Area (Semester Units)</th>
<th>IGETC Certification Area (Semester Units)</th>
<th>CSU (Semester) &amp; UC (Semester / Quarter) Admission Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>History – United States 3</td>
<td>HIST 108, 109 6 units</td>
<td>D3 3 units</td>
<td>C2 or D6 &amp; US 1 3 units</td>
<td>3B or 4F &amp; US 1 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>History – World 3</td>
<td>HIST 100, 101 6 units</td>
<td>C1 3 units</td>
<td>C2 or D6 3 units</td>
<td>3B or 4F 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Italian - Language &amp; Culture (Fall ’10 no longer offered). 3</td>
<td>ITAL 120, 121 10 units</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Japanese - Language &amp; Culture 3</td>
<td>JAPAN 120, 121 10 units</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Latin - Vergil 3</td>
<td>Elective Credit 3 units</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CS: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Music Theory 3</td>
<td>MUS 105, 106 8 units</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>**Physics B 3</td>
<td>4 units</td>
<td>B2 w/lab 4 units</td>
<td>B1 &amp; B3 4 units</td>
<td>5A &amp; 5C 4 units</td>
<td>**CSU: 6 / **UC: 5.3 / 8</td>
</tr>
<tr>
<td>AP Physics 1</td>
<td>See Counselor</td>
<td>See Counselor</td>
<td>B1 &amp; B3; 4 units</td>
<td>N/A</td>
<td>CS: 4 / UC: N/A</td>
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<tr>
<td>AP Physics 2</td>
<td>See Counselor</td>
<td>See Counselor</td>
<td>B1 &amp; B3; 4 units</td>
<td>N/A</td>
<td>CS: 4 / UC: N/A</td>
</tr>
<tr>
<td>**Physics C: Electricity &amp; Magnetism 3</td>
<td>PHYC 131 4 units</td>
<td>B2 w/lab 4 units</td>
<td>B1 &amp; B3 4 units</td>
<td>5A &amp; 5C 3 units</td>
<td>**CSU: 4 / **UC: 2.6 / 4</td>
</tr>
<tr>
<td>**Physics C: Mechanics 3</td>
<td>PHYC 130 4 units</td>
<td>B2 w/lab 4 units</td>
<td>B1 &amp; B3 4 units</td>
<td>5A &amp; 5C 3 units</td>
<td>CS: 4 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Psychology 3</td>
<td>PSY 120 3 units</td>
<td>D2 3 units</td>
<td>D9 3 units</td>
<td>4I 3 units</td>
<td>CS: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Political Science – Comparative-Government &amp; Politics: 3</td>
<td>POSC 124 3 units</td>
<td>D1 3 units</td>
<td>D8 3 units</td>
<td>4H 3 units</td>
<td>CS: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Political Science - United States Government &amp; Politics: 3</td>
<td>POSC 121 3 units</td>
<td>D3 3 units</td>
<td>D8 &amp; US 2 3 units</td>
<td>4H &amp; US 2 3 units</td>
<td>CS: 3 / UC: 2.6 / 4</td>
</tr>
<tr>
<td>Statistics 3</td>
<td>MATH 160 4 units</td>
<td>A3 3 units</td>
<td>B4 3 units</td>
<td>2A 3 units</td>
<td>CS:3 / UC: 2.6/4</td>
</tr>
<tr>
<td>Spanish: Language 3</td>
<td>SPAN 120, 121 10 units</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>Area 3B &amp; 6A 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
<tr>
<td>Spanish: Literature 3</td>
<td>Elective Credit 3 units</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
<td>3B &amp; 6A 3 units</td>
<td>CS: 6 / UC: 5.3 / 8</td>
</tr>
</tbody>
</table>

# UC maximum for Art Studio is 5.3 semester units or 8 quarter units for all exams.

*If a student passes more than one exam in calculus or computer science, only one may be applied to CSU/ UC baccalaureate.

** If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadths.
# CLEP Examinations

**Note:** CLEP is currently not accepted for IGETC or by the UC System

<table>
<thead>
<tr>
<th>CLEP Exam &amp; Required Minimum Score</th>
<th>Grossmont College Credit (Semester Units)</th>
<th>Grossmont College GE Area (Semester Units)</th>
<th>CSU GE (Semester Units)</th>
<th>CSU Admission (Semester Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government 50</td>
<td>*3</td>
<td>D3 3 units</td>
<td>D8 3 units</td>
<td>3</td>
</tr>
<tr>
<td>American Literature 50</td>
<td>*3</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature 50</td>
<td>*3</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Biology 50</td>
<td>3</td>
<td>B1 - no lab 3 units</td>
<td>B2 - no lab 3 units</td>
<td>3</td>
</tr>
<tr>
<td><strong>Calculus 50</strong></td>
<td>*3</td>
<td>A3 3 units</td>
<td>B4 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 50</td>
<td>*3</td>
<td>B2 - no lab 3 units</td>
<td>B1 - no lab 3 units</td>
<td>3</td>
</tr>
<tr>
<td><strong>College Algebra 50</strong></td>
<td>*3</td>
<td>A3 3 units</td>
<td>B4 3 units</td>
<td>3</td>
</tr>
<tr>
<td><strong>College Algebra – Trigonometry 50</strong></td>
<td>*3</td>
<td>A3 3 units</td>
<td>B4 3 units</td>
<td>3</td>
</tr>
<tr>
<td><strong>College Mathematics 50</strong></td>
<td>*3</td>
<td>A3 3 units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>*** English Composition or Modular 50</td>
<td>*3</td>
<td>A1 3 units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English Literature 50</td>
<td>*3</td>
<td>C2 3 units</td>
<td>C2 3 units</td>
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<tr>
<td>Financial Accounting 50</td>
<td>*Elective Credit 3</td>
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<td>N/A</td>
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<tr>
<td><strong>French Level I 50</strong></td>
<td>*5</td>
<td>C2 5 units</td>
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<tr>
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<td>*10</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
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</tr>
<tr>
<td><strong>German Level I 50</strong></td>
<td>*5</td>
<td>C2 5 units</td>
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<tr>
<td><strong>German Level II 60</strong></td>
<td>*10</td>
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<td>C2 3 units</td>
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<tr>
<td>History of US I 50</td>
<td>*3</td>
<td>D3 3 units</td>
<td>D6 &amp; US-1 3 units</td>
<td>3</td>
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<tr>
<td>History of US II 50</td>
<td>*3</td>
<td>D3 3 units</td>
<td>D6 &amp; US-1 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development 50</td>
<td>*3</td>
<td>D2 3 units</td>
<td>Area E 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 50</td>
<td>*3</td>
<td>C1, C2 or C3 3 units</td>
<td>C2 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications 50</td>
<td>*Elective Credit 3</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Educational Psychology 50</td>
<td>Elective Credit 3</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
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</table>
**CLEP Examinations**

<table>
<thead>
<tr>
<th>CLEP Exam &amp; Required Minimum Score</th>
<th>Grossmont College Credit (Semester Units)</th>
<th>Grossmont College GE Area (Semester Units)</th>
<th>CSU GE (Semester Units)</th>
<th>CSU Admission (Semester Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Business Law 50</td>
<td>*Elective Credit 3</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology 50</td>
<td>3</td>
<td>D2 3 units</td>
<td>D9 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology 50</td>
<td>3</td>
<td>D2 3 units</td>
<td>D10 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences 50</td>
<td>3</td>
<td>B1 or B2 - no lab 3 units</td>
<td>B1 or B2 - no lab 3 units</td>
<td>3</td>
</tr>
<tr>
<td>*Pre-Calculus 50</td>
<td>3</td>
<td>A3 3 units</td>
<td>B4, 3 units</td>
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<tr>
<td>Principles of Accounting 50</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Principles of Macroeconomics 50</td>
<td>3</td>
<td>D1 3 units</td>
<td>D2 3 units</td>
<td>3</td>
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<tr>
<td>Principles of Management 50</td>
<td>*Elective Credit 3</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing 50</td>
<td>*Elective Credit 3</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics 50</td>
<td>3</td>
<td>D1 3 units</td>
<td>D2 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences &amp; History 50</td>
<td>3</td>
<td>D1 or D3 3 units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>**Spanish Level I 50</td>
<td>5</td>
<td>C2 5 units</td>
<td>N/A</td>
<td>6</td>
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<tr>
<td>**Spanish Level II 63</td>
<td>10</td>
<td>C2 5 units</td>
<td>C2 3 units</td>
<td>12</td>
</tr>
<tr>
<td>Trigonometry 50</td>
<td>3</td>
<td>A3 3 units</td>
<td>B4 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I 50</td>
<td>3</td>
<td>C1 or D1 3 units</td>
<td>C2 or D6 3 units</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II 50</td>
<td>*3</td>
<td>C1 or D1 3 units</td>
<td>D6 3 units</td>
<td>3</td>
</tr>
</tbody>
</table>

*At the discretion of the faculty, CLEP may be used to clear major requirements. A Modification of Major form must be submitted to the appropriate department chair for approval; however, the Biology Department does not accept CLEP for any course listed that requires a lab.

**If more than one exam in the same language (e.g. two exams in French) is passed, only one examination may be applied toward CSU GE. No subsequent credit for math that serves as a prerequisite up to this level.

***On July 1, 2010, CLEP introduced two new exams – College Composition and College Composition Modular. These exams replaced three exams, which have been discontinued. English Composition has been replaced by College Composition Modular; English Composition with Essay has been replaced by College Composition; Freshman College Composition has been replaced with College Composition Modular.
# International Baccalaureate (IB) Examinations

<table>
<thead>
<tr>
<th>IB Exam &amp; Required Minimum Score</th>
<th>Grossmont College Credit (Semester Units)</th>
<th>Grossmont College GE Area (Semester Units)</th>
<th>CSU GE Certification Area (Semester Units)</th>
<th>IGETC Certification Area (Semester Units)</th>
<th>CSU (Semester) &amp; UC (Semester / Quarter) Admission Units</th>
</tr>
</thead>
</table>
| Biology HL 5                     | 6                                         | B1 - no lab 3 units                        | B2 - no lab 3 units                        | 5B - no lab 3 units                        | CSU: 6  
|                                  |                                           |                                            |                                            |                                            | UC: 5.3 / 8                                              |
| Chemistry HL 5                   | 6                                         | B2 - no lab 3 units                        | B1 - no lab 3 units                        | 5A - no lab 3 units                        | CSU: 6  
|                                  |                                           |                                            |                                            |                                            | UC: 5.3 / 8                                              |
| Economics HL 5                   | 3                                         | D1                                         | D2                                         | 4B                                         | CSU: 3  
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
| Film 4                           | E elective credit                         | N/A                                        | N/A                                        | N/A                                        | N/A                                                      |
| Geography HL 5                   | 6                                         | D1                                         | D5                                         | 4E                                         | CSU: 6  
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
| History (any region) HL 5        | 6                                         | C1 or D1 3 units                           | C2 or D6 3 units                           | 3B or 4F 3 units                           | CSU: 6  
|                                  |                                           |                                           |                                           |                                            | UC: 5.3 / 8                                              |
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
| Language B (any language) HL 5   | E elective credit                         | N/A                                        | N/A                                        | 6A                                         | CSU: 3  
|                                  |                                           |                                            |                                            | 3 units                                    | UC: 5.3 / 8                                              |
| Mathematics HL 5                 | 6                                         | A3                                         | B4                                         | 2A                                         | CSU: 6  
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
| Physics HL 5                     | 6                                         | B2 - no lab 3 units                        | B1 - no lab 3 units                        | 5A - no lab 3 units                        | CSU: 6  
|                                  |                                           |                                            |                                            |                                            | UC: 5.3 / 8                                              |
| Psychology HL 5                  | 3                                         | D2                                         | D9                                         | 4I                                         | CSU: 3  
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |
| Theatre HL 4 - Grossmont & CSU 5 - IGETC & UC | 6                                         | C3                                         | C1                                         | 3A                                         | CSU: 6  
|                                  |                                           | 3 units                                    | 3 units                                    | 3 units                                    | UC: 5.3 / 8                                              |

*The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.*
Family Educational Rights and Privacy Act

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the students’ education records without the written consent of students except to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students’ educational interest are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of Admission and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

Final Grades

California Education Code section 76224(a) states the following:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Questions regarding a final grade must be brought to the attention of the appropriate divisional dean within one year of the issuance of the grade.

Grade Forgiveness

Forgiveness as defined by Grossmont College is the intentional omission of courses in which D or F grades are earned when computing Grade Point Average (GPA) for granting of degrees.

Under the Grossmont College forgiveness policy, degree candidates must meet all the requirements as stated in the College catalog with the following exception:

Any course in which a D or F grade is earned may be forgiven without repeating if that particular course is not being used to meet a degree requirement.

The Grossmont College forgiveness policy is used only when a student has less than a 2.0 grade point average and will automatically be applied upon completion of the student’s last semester. This policy does not affect grade point averages used by other colleges or universities.

Grade Forgiveness cannot be applied for students earning AA-T/AS-T degrees.

Grading System

Grades are earned in each course and recorded on a semester basis on the student’s permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>Meeting the minimum standard</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (issued to students who withdraw before the final drop deadline)</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.</td>
</tr>
<tr>
<td>P</td>
<td>Pass is equal to a “C” grade or higher and units are not calculated in GPA. (formerly Credit)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass is equal to less than a “C” grade. Units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/ no pass or if the student has elected this option. (formerly No Credit)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an “I” symbol being entered in the student’s record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an “I” is at the discretion of the instructor. The “I” may be made up no later than one semester following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor. Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form and under the catalog section titled Incomplete Grades.</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress - The IP symbol shall be used only in courses which are offered on an “open entry/open exit” basis. It indicates that work is “in progress,” but that assignment of a grade must wait its completion. The IP symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages. If a student enrolled in an “open entry/open exit” course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student’s permanent record for the course.</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed - The RD symbol may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating GPA.</td>
</tr>
</tbody>
</table>
P, NP, W, MW, L, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and disqualification status.

Grade Point Average
Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

- A+: 4.0 grade points per unit earned
- A: 4.0 grade points per unit earned
- A-: 3.7 grade points per unit earned
- B+: 3.3 grade points per unit earned
- B: 3.0 grade points per unit earned
- B-: 2.7 grade points per unit earned
- C+: 2.3 grade points per unit earned
- C: 2.0 grade points per unit earned
- D: 1.0 grade point per unit earned
- F: 0.0 grade points per unit attempted

Grade point average is computed by dividing total units attempted into total grade points earned. Decisions on probation and disqualification, scholarship, eligibility for graduation, and transfer are all influenced or determined by grade point average; hence, students should pay constant attention to their own grade point standing.

Honors

Vice President’s List and President’s List
Students carrying 12 or more units at Grossmont College in which letter grades are earned (P not included) and maintaining a 3.5 or higher grade point average are placed on the Vice President’s List. Students maintaining a 4.0 grade point average are placed on the President’s List. Students carrying less than 12 units at either Grossmont College or Cuyamaca College, but carrying 12 or more total units in which letter grades are earned (P not included) at Grossmont and Cuyamaca combined and maintaining a combined grade point average of 3.5 are placed on the District Vice President’s List. Students maintaining a 4.0 grade point average are placed on the District President’s List.

Part-time students are eligible for the Vice President’s List if they: (1) complete 12 units in one academic year (fall and spring semesters) with a grade point average of 3.5 or higher and (2) are enrolled in fewer than 12 units per semester.

Graduation With Honors
Students who have earned a 3.5 or higher GPA on all degree applicable work attempted graduate with honors. Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if you are below a 3.5 overall GPA and if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file the Request for Associate Degree form in the Admissions and Records Office. This option only applies to the GPA used to determine graduation with honors from Grossmont College and is not used to determine eligibility for honors for commencement. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

Honors Program
The Grossmont College Honors Program is intended to promote academic excellence in students who are intellectually gifted, academically well-prepared, highly motivated, unusually creative, or especially talented.

In the program, students who desire additional challenge will take part in a spirited learning process that is designed to provide greater breadth and depth than is generally available in the regular program. In addition, participation in the program may increase students’ ability to transfer to four-year universities of their choice or to obtain employment in the occupational fields for which they are preparing.

Students interested in pursuing honors study at Grossmont College should consult the appropriate faculty member, department chairperson or coordinator and/or the division dean of the area in which they desire to study.

Incomplete Grades
An Incomplete (I) grade may be awarded at the discretion of the instructor when all the following conditions exist:

1. The student has contacted the instructor of his/her course and both have agreed to the provisions established in the Incomplete Grade Contract.
2. The student has had an unforeseen emergency that prevents him/her from completing the remaining course work. Evidence to verify the emergency may be required.
3. The student has completed a minimum of 50% of the required course work, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

1. Completing the coursework as outlined in the Incomplete Grade Contract. Upon satisfactory completion, the instructor will replace the I with a grade.
2. The I is not used in calculating GPA or units.
3. The I cannot be cleared by re-enrolling in the course.
4. The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
5. A signed Incomplete Grade Contract in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the Incomplete Grade Contract, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student’s signature, the I will revert to the default grade at the end of the following semester.
6. Class time and/or assignments outlined in the Incomplete Grade Contract must be completed by the end of the 16-week semester following the date on the contract. If not, the I will revert to the default grade assigned on the Incomplete Grade Contract.
7. An extension of time for removal of the “I” must be petitioned by the student. The petition must include evidence of approval from the instructor.
8. In the event that the original instructor of record on the Incomplete Grade Contract is unavailable, the student must see the appropriate department chair or dean for alternate arrangements.
LIMITATIONS ON ENROLLMENT
(Courses Related in Content)

As required by Title 5, California Code of Regulations, Section 55040 (c), student enrollment in active participatory courses in physical education, visual arts or performing arts that are related in content is limited to no more than four times for semester-length courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances. Both Grossmont and Cuyamaca Colleges have created “course families” to address this limitation. These families include courses that have been determined by the individual departments in the district to have related or similar content. Students can have a maximum of four (4) enrollments total amongst courses that are in a family. A student who has reached the maximum number of enrollments in a family cannot enroll in any course within that same family again in the Grossmont-Cuyamaca Community College District.

STUDIO ARTS / DIGITAL ART / PHOTOGRAPHY FAMILIES
Courses Related in Content

Maximum four (4) attempts for any family group. An attempt includes:
• Completion
• Final grade resulting in a “W” or “NP” or “F”
• Incomplete

<table>
<thead>
<tr>
<th>Studio Arts Foundations</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120: Two-Dimensional Design</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 129: Three-Dimensional Design</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 148: Introduction to Crafts</td>
<td>X</td>
<td>X</td>
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</table>

<table>
<thead>
<tr>
<th>Ceramics Foundations</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 126: Ceramics I</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 127: Ceramics II</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 128: Ceramics III</td>
<td>X</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ceramics Concepts and Practices</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 136: Glaze Formulation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 226: Ceramics IV</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 227: Ceramics Exhibition &amp; Portfolio</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digital Art Foundations</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 171: Introduction to Digital Art</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 172: Interactive Media Art</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 175: Digital Imaging and Art</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GD 105: Fundamentals of Digital Media</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GD 126: Photoshop Digital Imaging</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digital Art: Drawing and Illustration</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 177: Digital Drawing and Painting</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ART 184: Drawing for Animation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GD 225: Digital Illustration</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drawing Foundations</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 124: Drawing I</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 125: Drawing II</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 224: Drawing III</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 225: Drawing IV</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Figure Drawing</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 230: Figure Drawing I</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 231: Figure Drawing II</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 232: Figure Drawing III</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 233: Figure Drawing IV</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ART 240: Drawing the Human Head</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### DANCE FAMILIES (continued)

#### Courses Related in Content

**Maximum** four (4) attempts for any family group. An attempt includes:
- Completion
- Final grade resulting in a “W” or “NP” or “F”
- Incomplete

<table>
<thead>
<tr>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Dance</td>
<td></td>
</tr>
<tr>
<td>Dance 080A: Modern I</td>
<td>ES 080A Modern Dance I</td>
</tr>
<tr>
<td>Dance 080B: Modern II</td>
<td>ES 080B Modern Dance II</td>
</tr>
<tr>
<td>Dance 080C: Modern III</td>
<td>ES 080C Modern Dance III</td>
</tr>
<tr>
<td>Dance 080D: Modern IV</td>
<td>ES 080D Modern Dance IV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tap Dance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 081A: Tap I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 081B: Tap II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 081C: Tap III</td>
<td>X</td>
</tr>
<tr>
<td>Dance 081D: Tap IV</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hip Hop</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 094A: Hip Hop I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 094B: Hip Hop II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 094C: Hip Hop III</td>
<td>X</td>
</tr>
<tr>
<td>Dance 094D: Hip Hop IV</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studio Workshop in Dance - Modern/Tap/Jazz</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 071A: Studio Workshop in Tap Dance I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 071B: Studio Workshop in Tap Dance II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 072A: Studio Workshop in Modern Dance I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 072B: Studio Workshop in Modern Dance II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 074A: Studio Workshop in Jazz Dance I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 074B: Studio Workshop in Jazz Dance II</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studio Workshop in Dance - Ballet/Pointe</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 078A: Studio Workshop in Ballet I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 078B: Studio Workshop in Ballet II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 099A: Studio Workshop in Pointe I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 099B: Studio Workshop in Pointe II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 099C: Studio Workshop in Pointe III</td>
<td>X</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Choreography/Student Choreography</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 223: Student Choreography for Production I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 224: Student Choreography for Production II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 225: Student Choreography for Production III</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ballroom/Ethnic Dance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 082A: Social and Ballroom Dance I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 082B: Social and Ballroom Dance II</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conditioning/Stretch</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 116: Stretch and Alignment</td>
<td>X</td>
</tr>
<tr>
<td>Dance 118A: Pilates I</td>
<td>X</td>
</tr>
<tr>
<td>Dance 118B: Pilates II</td>
<td>X</td>
</tr>
<tr>
<td>Dance 118C: Pilates III</td>
<td>X</td>
</tr>
<tr>
<td>Dance 118D: Pilates IV</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Practicum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance 121: Beginning Teaching Practicum-Dance</td>
<td>X</td>
</tr>
<tr>
<td>Dance 122: Intermediate Teaching Practicum-Dance</td>
<td>X</td>
</tr>
<tr>
<td>Dance 123: Advanced Teaching Practicum-Dance</td>
<td>X</td>
</tr>
</tbody>
</table>

### EXERCISE SCIENCE AND WELLNESS FAMILIES

#### Courses Related in Content

**Maximum** four (4) attempts for any family group. An attempt includes:
- Completion
- Final grade resulting in a “W” or “NP” or “F”
- Incomplete

<table>
<thead>
<tr>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Body Fitness</td>
<td></td>
</tr>
<tr>
<td>ES 004ABC: Fitness for Newcomer</td>
<td>X</td>
</tr>
<tr>
<td>ES 006ABC: Total Body Fitness</td>
<td>X</td>
</tr>
<tr>
<td>ES 011: Circuit Training</td>
<td>X</td>
</tr>
<tr>
<td>ES 019ABC: Physical Fitness</td>
<td>X</td>
</tr>
<tr>
<td>ES 021ABC: Fitness for Chronic Disease &amp; Injury Prevention</td>
<td>X</td>
</tr>
<tr>
<td>ES 024ABC: Fitness Boot Camp</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mind/Body &amp; Flexibility Fitness</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 013: Flexibility Fitness</td>
<td>X</td>
</tr>
<tr>
<td>ES 015: Strength and Stretch</td>
<td>X</td>
</tr>
<tr>
<td>ES 018: Cardio Stretch</td>
<td>X</td>
</tr>
<tr>
<td>ES 027: T’ai Chi Ch’uan</td>
<td>X</td>
</tr>
<tr>
<td>ES 028ABC: Yoga</td>
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<table>
<thead>
<tr>
<th>Muscle Development</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 005ABC: Aerobic Fitness &amp; Weight Training</td>
<td>X</td>
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<tr>
<td>ES 014ABC: Body Building</td>
<td>X</td>
</tr>
<tr>
<td>ES 023ABC: Weight Training</td>
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</table>

<table>
<thead>
<tr>
<th>Cardiovascular Fitness</th>
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</thead>
<tbody>
<tr>
<td>ES 007ABC: Aerobic Walking for Fitness &amp; Wellness</td>
<td>X</td>
</tr>
<tr>
<td>ES 009: Aerobic Dance</td>
<td>X</td>
</tr>
<tr>
<td>ES 009ABC: Aerobic Dance Exercise</td>
<td>X</td>
</tr>
<tr>
<td>ES 010: CV Fitness and Nutrition</td>
<td>X</td>
</tr>
<tr>
<td>ES 017ABC: Trail Hiking</td>
<td>X</td>
</tr>
</tbody>
</table>
## Exercise Science and Wellness Families (continued)

### Courses Related in Content

<table>
<thead>
<tr>
<th>Maximum</th>
<th>four (4) attempts for any family group.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An attempt includes:</td>
<td></td>
</tr>
<tr>
<td>• Completion</td>
<td></td>
</tr>
<tr>
<td>• Final grade resulting in a “W” or “NP” or “F”</td>
<td></td>
</tr>
<tr>
<td>• Incomplete</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Combative Sports</strong></td>
<td></td>
</tr>
<tr>
<td>ES 180: Self Defense for Women</td>
<td>X</td>
</tr>
<tr>
<td>ES 181ABC: Karate</td>
<td>X</td>
</tr>
<tr>
<td>ES 185ABC: Fencing</td>
<td>X</td>
</tr>
<tr>
<td><strong>Racquet Sports</strong></td>
<td></td>
</tr>
<tr>
<td>ES 060ABC: Badminton</td>
<td>X</td>
</tr>
<tr>
<td>ES 076ABC: Tennis</td>
<td>X</td>
</tr>
<tr>
<td><strong>Individual Sports</strong></td>
<td></td>
</tr>
<tr>
<td>ES 012: Ind. Sport Conditioning</td>
<td>X</td>
</tr>
<tr>
<td>ES 037ABC: Springboard Diving</td>
<td>X</td>
</tr>
<tr>
<td>ES 125ABC: Golf</td>
<td>X</td>
</tr>
<tr>
<td>ES 130ABC: Gymnastics</td>
<td>X</td>
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<tr>
<td><strong>Team Sports/Gym</strong></td>
<td></td>
</tr>
<tr>
<td>ES 155ABC: Basketball</td>
<td>X</td>
</tr>
<tr>
<td>ES 175ABC: Volleyball</td>
<td>X</td>
</tr>
<tr>
<td><strong>Team Sports/Field</strong></td>
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</tr>
<tr>
<td>ES 170ABC: Soccer</td>
<td>X</td>
</tr>
<tr>
<td>ES 171ABC: Softball</td>
<td>X</td>
</tr>
<tr>
<td>ES 172ABC: Baseball</td>
<td>X</td>
</tr>
<tr>
<td><strong>Aquatic Cardiovascular Fitness</strong></td>
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<tr>
<td>ES 040ABC: Aquatic Fitness</td>
<td>X</td>
</tr>
<tr>
<td>ES 044ABC: Lap Swimming for Health &amp; Fitness</td>
<td>X</td>
</tr>
<tr>
<td><strong>Aquatics</strong></td>
<td></td>
</tr>
<tr>
<td>ES 039: Swimming for Nonswimmers</td>
<td>X</td>
</tr>
<tr>
<td>ES 043ABC: Swimming</td>
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</tbody>
</table>

## Music Families (continued)

### Courses Related in Content

<table>
<thead>
<tr>
<th>Maximum</th>
<th>four (4) attempts for any family group.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An attempt includes:</td>
<td></td>
</tr>
<tr>
<td>• Completion</td>
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<tr>
<td>• Final grade resulting in a “W” or “NP” or “F”</td>
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<tr>
<td>• Incomplete</td>
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</table>

<table>
<thead>
<tr>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jazz/Popular Ensembles</strong></td>
<td></td>
</tr>
<tr>
<td>MUS 108, 109, 208, 209: Rock, Pop and Soul Ensemble</td>
<td>X</td>
</tr>
<tr>
<td>MUS 156-157-256-257: Jazz Ensemble</td>
<td>X</td>
</tr>
<tr>
<td>MUS 166-167-266-267: Jazz Vocal Ensemble</td>
<td>X</td>
</tr>
<tr>
<td><strong>Non-Western Ensembles</strong></td>
<td></td>
</tr>
<tr>
<td>MUS 130B-131B-230B-231B: World Music Ensemble: Sudanese Gamelan</td>
<td>X</td>
</tr>
<tr>
<td>MUS 130C-131C-230C-231C: World Music Ensemble: Latin American Music</td>
<td>X</td>
</tr>
<tr>
<td>MUS 154-155-254-255: Afro-Cuban Ensemble</td>
<td>X</td>
</tr>
<tr>
<td>MUS 174-175-274-275: Gospel Choir</td>
<td>X</td>
</tr>
<tr>
<td><strong>Large Instrumental Ensembles</strong></td>
<td></td>
</tr>
<tr>
<td>MUS 148-149-248-249: Classical Guitar Ensemble</td>
<td>X</td>
</tr>
<tr>
<td>MUS 150-151-252-253: Grossmont Symphony</td>
<td>X</td>
</tr>
<tr>
<td>MUS 152-153-252-253: Concert Band</td>
<td>X</td>
</tr>
<tr>
<td><strong>Music Theatre Ensembles</strong></td>
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</tr>
<tr>
<td>MUS 164-165-264-265: Musical Theatre Orchestra</td>
<td>X</td>
</tr>
<tr>
<td>MUS 172-173-272-273: Musical Theatre Chorale</td>
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</table>
### Theatre Arts Families

#### Courses Related in Content

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Course Options</th>
<th>Grossmont Course</th>
<th>Cuyamaca Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 attempts</td>
<td>Theatre Production Practicum: Costumes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Production Practicum: Lighting/Sound</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rehearsal and Performances: Acting</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rehearsal and Performances: Stage Management</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rehearsal and Performances: Production Crew</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Workshop Lab: Acting</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Workshop Lab: Construction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Workshop Lab: Production Crew</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arena Theatre Production</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

#### Pass/No Pass

**Formerly Credit/No Credit**

The Pass/No Pass (P/No P) grading option is offered so that students may explore subject areas of interest outside those of their known abilities or assumed competence without competing for grades with students who are majoring in that subject.  

In any course offered at Grossmont College, a student may elect to be graded on a P/No P basis providing the course is not part of the major (except for department approved courses graded on a P/No P basis and AP exams). In all cases, a student enrolled in a course must have met course prerequisites.  

A maximum of 12 credit units earned at Grossmont College with P grades may be counted in satisfaction of general education and elective curriculum requirements for graduation. Grades received from other accredited institutions may be applied as credit, when appropriate, toward graduation.  

Some courses in the curriculum are offered exclusively on a P/No P basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other nonmajor courses, the election to be graded on a P/No P is at the option of the student. Students electing to be graded on a P/No P basis shall establish that option by submitting the appropriate form to the Admissions and Records Office by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the P/No P deadline has passed, the decision is irrevocable.  

A P grade shall represent at least a satisfactory level of performance but shall not be counted as units attempted in computing grade point average.  

An NP grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing grade point average. NP grades will be taken into consideration in the determination of progress alert or disqualification status.

### Prerequisites

A **prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.  

A **corequisite** is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.  

An **advisory on recommended preparation** is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.  

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.  

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. **If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the College shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the College fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.**  

   If no space is available in the course when the challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

2. **Grounds for challenge are:**
   a. The prerequisite or corequisite has not been established in accordance with the College’s process for establishing prerequisites and corequisites;
   b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
   c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
   d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
   e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or
Probation and Dismissal

Grades earned at other schools prior to admission to District colleges shall not be considered in determining probationary status. Students should be aware that Financial Aid Satisfactory Academic Progress (SAP) standards may differ from these policies. Priority registration is lost when a student has been on academic probation at the college where the student has been on probation are less than 50 percent of the units attempted.

Dismissal

Any student dismissed from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the district during the next consecutive semester. The student may, however, attend the next consecutive summer term or spring intersession. Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally enroll before fall grades are available. Dismissal letters will be sent no later than late January informing them that:

If they are enrolled for spring semester, their spring registration will be revoked.
If they are not enrolled in the spring semester, they have the right to petition for readmission.

1. Academic Dismissal

Any student on academic probation whose semester grade point average falls below 2.0 shall be academically dismissed. Any student on academic probation whose semester grade point average equals or exceeds 2.0 but whose cumulative grade point average for all units attempted remains below 2.0 shall be continued on probation.

2. Lack-of-Progress Dismissal

Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of W, I, or NP will be dismissed. Any student on lack-of-progress whose semester work indicates fewer than 50 percent units of W, I, or NP but whose cumulative records show 50 percent or more units of W, I, or NP will be continued on lack-of-progress probation.

Readmission

Any student dismissed may petition for readmission. The petition must be initiated at the college in which the dismissal occurred. A student who has not attended for one semester after dismissal will receive a registration appointment for the subsequent semester and be readmitted without petition.

Repetition of Courses

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, or for transfer, or is a prerequisite to another required course.

Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NP) was earned. If the course is offered at both colleges in the district, the student may repeat the course at either college. Students will only be allowed to enroll in a course three times if they have received a substandard grade (D, F, NP, NC) or withdrew from the class with a “W” in the Grossmont District.

1. Students must submit a petition to the Admissions and Records Office to enroll in a course for the fourth time. Petitions will only be approved based on extenuating circumstances. Military withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire, flood or natural disaster (Title 5 Sections 55024 and 58509).

a. If the student elects to repeat the course at either college within the district, the original grade will be annotated. If a student repeats the course a second time, the first two grades will be
Precollegiate Basic Skills Coursework Limitations

Students may not receive credit for more than 30 units of precollegiate basic skills coursework. This limit shall not apply to the following students:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by a college in the District as having a disability.

Students may be granted a waiver to the limitation upon petition to a college in the District. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

Revision of Regulations

Any regulation adopted by the Governing Board of the Grossmont-Cuyamaca Community College District shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletin of the college.

Student Rights and Responsibilities

Student Code of Conduct

The Associate Dean of Student Affairs in conjunction with the President and Vice President of Student Services manages the District’s Student Discipline Procedures administratively for Grossmont College to ensure a safe environment for members of the campus community for their academic studies and/or for work.

Students are subject to adhering to the policies and procedures of the Grossmont-Cuyamaca Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct when violations are committed on district-owned or controlled property or district-sponsored activities.

Student conduct must conform to district and college rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled, he or she may be issued administrative action.

Grounds for Disciplinary Action

(These procedures also apply to distance education.)

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction within the District, to include distance education programs, he or she may be disciplined for one or more of the following causes that must be District related. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for discipline, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in discipline if good cause exists (Education Code Section 76034).

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object. This includes any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, and the Vice President of Student Affairs or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.

4. Committing or attempting to commit robbery or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

12. Disruptive behavior; willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

15. Unauthorized entry upon or use of District facilities.

16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

17. Engaging in expression which is obscene, lewd or lascivious, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

20. Engaging in physical or verbal intimidation or harassment of such severity or persuasiveness as to have the purpose or effect of unreasonably interfering with a student’s academic performance, or District employee’s work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. District students who engage in any of the above are subject to the procedures outlined in AP 5520 Student Discipline Procedures.

For additional information and/or a copy of the District’s Student Discipline Procedures, please contact the Associate Dean of Student Affairs office at (619) 644-7600.

SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-644-7600 or visit Griffin Center (building 60), room 204. Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options. For all emergencies, please contact 911.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP3540).

STUDENT GRIEVANCE AND DUE PROCESS

The Student Grievance and Due Process procedures are designed to provide a prompt and equitable process for addressing student allegations of an unjustified action or decision by a member of the campus community. It is the responsibility of the student to provide proof of the alleged unfair or improper action which affected his or her status, right or privileges.

For additional information including applicable timelines, and/or a copy of the Student Grievance and Due Process Procedure publication, please contact the Associate Dean of Student Affairs office at (619) 644-7600.

Process Summary

Step 1: The student contacts the individual he/she believes has committed an unfair or improper action in order to convey his/her concern and seek a solution.

Step 2: If the issue is not resolved by an informal discussion, the student contacts the individual’s immediate supervisor, chair, or coordinator for possible resolution of the matter.

Step 3: If the matter is still not resolved the student contacts the appropriate administrative dean’s office for possible resolution of the issue.

Step 4: If the student and dean are unable to resolve the issue, the student can contact the Associate Dean of Student Affairs to discuss student due process rights and the grievance procedures.
The student should maintain a record of all correspondence, meetings and discussions in each step of the resolution process.

If the issue in question is a grade for a course see Final Grades section.

**COMPLAINT PROCESS**

Grossmont College offers students and community members a chance to voice their College complaints and concerns by visiting: http://bit.ly/1tzWtu4

Grossmont College takes pride in providing quality service. Staff and faculty work hard to resolve all complaints informally; if you have shared your complaint through the college process (link above) and feel that it was unresolved, you may contact one of the organizations below.

To submit a complaint to the California Community College Chancellor’s office visit: http://bit.ly/1KcXV8f

Students and members of the public who desire to file a formal complaint to the Accrediting Commission for Community and Junior Colleges (ACCJC) about one of its member institutions should become familiar with the requirements for doing so prior to contacting the Commission. The Commission’s Policy on Student and Public Complaints against Institutions will assist the user in understanding the issues this Commission can and cannot address through its complaint process. The policy explains the procedures for filing a complaint. To file a complaint with ACCJC please visit: www.accjc.org/complaint-process

**STUDENT RIGHT-TO-KNOW RATES FOR FALL 2010 COHORT**

**Completion Rate: 22.67%**

**Transfer Rate: 18.67%**

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2010, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2010 to Spring 2013. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer-prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming ‘transfer-prepared’ during a five-semester period, from Spring 2011 to Spring 2013, are transfer students.

**UNIT VALUE AND STUDENT LOAD**

A conventional college unit of credit represents three hours of the student’s time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory, the college unit represents three hours of work in a laboratory or in a comparable experience under classroom supervision. Unit value may differ in certain courses where work experience is involved.
DEGREES AND PROGRAMS

DEGREES

Grossmont College provides occupational as well as general education for the student who plans to complete formal education at the community college level. In addition, the College provides the lower division requirements in general education and in preprofessional majors for those students who plan to transfer to upper division colleges and universities.

To assist the student in educational planning, this section of the catalog describes the graduation requirements for the Associate in Arts and Associate in Science degrees, the requirements for certificate programs and information on transfer requirements.

Students may follow the catalog under which they enter, or any subsequent catalog, as long as they are in continuous attendance. A student not in continuous attendance must meet degree requirements listed in the catalog in effect at the time of readmission.

Continuous Attendance: Students are considered in “continuous attendance” for any semester in which they enroll in Cuyamaca College and/or Grossmont College and for the following semester. This allows a student to “stop out” for one semester and not enroll in classes and still maintain continuing student status and catalog rights in the district. Summer sessions are not included under this policy.

Catalog Rights: For purposes of graduation from Grossmont College, a student who maintains continuous attendance in the Grossmont-Cuyamaca Community College District may elect to meet the requirements in effect at the time they began their studies in the Grossmont-Cuyamaca Community College District, or any catalog year thereafter. Catalog rights will start at the college where the student began and are maintained by attendance in either college. EXCEPTION: Students of the Allied Health and Nursing Division – catalog rights are based on entrance to that particular program.

Certification of a student’s completion of CSU general education requirements or the Intersegmental General Education Transfer Curriculum (IGETC) is not a graduation requirement. Therefore, students do not have catalog rights to a certification pattern used by a certifying institution or a CSU or UC campus.

High School Students who plan to transfer to a four-year college or university after taking the first two years of academic work at a community college should be aware that high school preparation normally must include, as a minimum, the following: English, four years; Math, three years, to include a minimum of Beginning Algebra, Intermediate Algebra, and Geometry. In addition, the University of California requires two years of a foreign language as well as U.S. History, government, and a laboratory science. In the event that the student, at the time of graduation from high school, lacks one or more of these prerequisites, they may be completed in a community college. The student should realize that it is advantageous to have chosen, at the time of enrollment, the four-year institution to which he/she contemplates transfer. More information on transferring to a four-year college or university is available in the Counseling and Transfer Centers.

Granting of the Associate in Arts Degree, or the Associate in Science Degree to a student indicates successful completion of general education requirements plus evidence of proficiency in a specialized field. In addition, certificates are available to those who have attained well-defined levels of competency in designated academic/occupational areas. As a member of the Western Association of Schools and Colleges and the National Commission on Accrediting, many courses taken at Grossmont College are fully accepted as transferable to the University of California, the California State University and by most independent four-year colleges and universities throughout the United States.

The General Education Program offers the following opportunities to:

1. Develop verbal and quantitative learning skills.
2. Experience a wide spectrum of beliefs, principles or knowledge in the natural sciences, the social sciences, and the humanities.
3. Understand and critically examine the cultural heritage and its implications for the future.
4. Develop the abilities for critical thinking, evaluating personal values and understanding and responding to general audience media presentations on general education subjects.
5. Approach learning in an interdisciplinary manner and develop the ability to integrate general education knowledge.
6. Establish a broad base of intellectual and physical skills for a lifetime of continued learning.

FITNESS/WELLNESS REQUIREMENT

Two courses involving physical exercise and/or dance are required as part of the general education requirements for an associate degree. These courses will be indicated by the following statement below the course description: “Satisfies General Education for Grossmont College Area E.” The Exercise Science and Wellness Department at Grossmont College encourages all students to enroll in exercise science classes each semester. The fitness activity courses address critical components of health and allow the development of an information base for students continuing wellness pursuits. The skill activity courses are designed to develop students’ competency in activities which promote lifetime movement.

The mandatory health fee shall be for the protection of any student who may experience an injury while participating in a college sponsored class or other activity directly supervised by a member of the college staff at a college approved co-curricular activity. Students that depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Admissions and Records. Requests for exemptions will be reviewed by the Dean of Admissions and Records & Financial Aid and the Associate Dean of Student Affairs.

Veterans or active military see Veterans section on page 17.
**Degree Requirements**

Grossmont College will confer the Degree of Associate in Arts or Associate in Science upon students who successfully complete the following requirements:

**I. Minimum Units**

A minimum of 60 degree applicable semester units of Associate Degree credit college work.

**II. Grade Point Average (GPA)**

Achievement of a “C” (2.0) grade point average in all Associate Degree credit college work presented to meet degree requirements. (Refer to Grade Forgiveness Clause.)

**III. Competency Requirement**

A. Competency in reading, writing and expression shown by achieving a “C” grade or higher or “Pass” in courses listed under Area A, Section 1 – Written Communication.

B. Competency in Mathematics shown by either

1. Earning a “C” grade or higher, or “Pass,” in Math 103 or a higher numbered mathematics course or
2. Assessing into Math 120 or higher through the mathematics placement process. (Students meeting competency through assessment must still take an Area A3 course.)

**IV. Credit Grades**

A maximum of 12 Credit (“P”) units (excluding courses only offered for “P/NP”) taken in Associate Degree credit coursework at this institution may be counted toward the 60 units required for graduation, provided they are not included as part of the requirements for the major.

**V. Residency**

1. Students enrolled at Grossmont College during the semester in which they will have met all graduation requirements may obtain their degree from Grossmont College if they have satisfactorily completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS at Grossmont College.

2. If a student is NOT enrolled at Grossmont College during the last semester prior to graduation then a total of 45 units of degree applicable courses in residence in the district are required, regardless of how much time has elapsed.

**VI. General Education**

General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

Students taking units in a general education area at one college within the district may use the units in the same area at the other college in the district.

General education requirements for Cardiovascular Technology majors are listed on page 55.

General education requirements for Nursing majors are listed on page 85.

General education requirements for Occupational Therapy Assistant majors are listed on page 86.

General education requirements for Respiratory Therapy majors are listed on page 92.

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**General Education Requirements**

The General Education Program offers students the opportunity to become proficient in our General Education/Institutional Student Learning Outcomes (GE/ISLOs), which are: Productive Citizenry, Understanding the Arts and Humanities, Information and Technological Literacy, Cultural Competence, Effective Communication, Mathematical Literacy, and Scientific Inquiry.

**Competency Requirement**

A. Competency in reading, writing and expression shown by achieving a “C” grade or higher or “Pass” in courses listed under Area A, Section 1 – Written Communication.

B. Competency in Mathematics shown by either

1. Earning a “C” grade or higher or “Pass” in Math 103 or a higher numbered mathematics course or
2. Assessing into Math 120 or higher through the mathematics placement process. (Students meeting competency through assessment must still take an Area A3 course.)

**Area A – Language and Rationality**

Three courses (a minimum of nine units) are required in written communication, oral communication, and analytical thinking. At least ONE course must be taken from EACH of the following three sections:

1. **Written Communication**

   Must be completed with a “C” grade or higher or “Pass” to satisfy the competency requirement.

   English 120, 124

2. **Oral Communication**

   Communication 120, 122, 130

3. **Analytical Thinking**

   Must be completed with a “C” grade or higher or “Pass” to satisfy the competency requirement.

   Anthropology 215
   Biology 215
   Economics 215
   Geography 104
   Mathematics 103, 110, 120, 125, 126, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285
   Philosophy 125, 130
   Psychology 215
   Sociology 215

**Area B – Natural Sciences**

Two natural science courses (a minimum of six units) are required. At least ONE course must be taken from EACH of the following TWO sections and ONE of those two courses must include a laboratory. Courses with an asterisk are laboratory only. Underlined courses do not contain a laboratory component.

1. **Biological Sciences**

   Anthropology 130, 131*
   Biology 105, 110, 112, 114, 118, 120, 140, 141, 144, 145, 152, 230, 240

2. **Physical Sciences**

   Astronomy 110, 112*, 120
   Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232
   Geography 120, 121*, 140
   Geology 104, 110, 111*, 121, 210, 220, 230
   Oceanography 112, 113*
   Physical Science 100, 110, 111*
   Physics 110, 130, 131, 140, 240, 241
   Science 110
Area C – Humanities
Two humanities courses (a minimum of six units) are required. At least ONE course must be taken from TWO of the following sections:

1. Humanities and Philosophy
   - American Sign Language 140
   - Arabic 148
   - Communication 145
   - Cross-Cultural Studies 147, 149, 152
   - French 152
   - History 100, 101, 103, 105, 106, 113, 126, 135, 136, 137, 148
   - Humanities 110, 120, 125, 130, 135, 160, 170
   - Japanese 149
   - Philosophy 110, 111, 112, 114, 116, 118, 140, 141, 145, 150, 155
   - Religious Studies 120, 130, 140, 150
   - Spanish 141, 145
   - Theatre Arts 143, 144

2. Language and Literature
   - American Sign Language 120, 121, 220, 221, 250
   - Arabic 120, 121, 122, 123, 220, 221, 250, 251
   - Chinese 120, 121, 220, 221, 250, 251
   - Communication 137, 144
   - Cross-Cultural Studies 122, 123, 144, 236, 237, 238
   - French 120, 121, 220, 221, 250, 251
   - German 120, 121, 220, 221, 250, 251
   - Italian 120, 121, 220, 221, 250, 251
   - Japanese 120, 121, 220, 221, 250, 251
   - Russian 120, 121, 220, 221, 250, 251
   - Spanish 120, 121, 122, 123, 220, 221, 250, 251

3. Fine Arts
   - Art 100, 120, 124, 126, 129, 140, 141, 142, 143, 145, 146, 147, 171, 189
   - Communication 135
   - Cross-Cultural Studies 126, 134
   - Dance 110
   - English 126
   - Media Communications 111, 189
   - Music 110, 111, 115, 116, 117, 189
   - Photo 150, 154
   - Theatre Arts 101, 110, 130, 189

Area D – Social Sciences
Two social science courses (a minimum of six units) are required. At least ONE course must be taken from TWO of the following sections:

1. Social Sciences
   - Administration of Justice 110
   - Child Development 145
   - Cross-Cultural Studies 114, 124, 128, 132, 133, 135, 145, 154, 155
   - Economics 110, 120, 121
   - Geography 106, 130, 170
   - Health Sciences 110
   - History 114, 115, 124, 154, 155
   - Media Communications 110
   - Political Science 120, 124, 130, 150, 160
   - Sociology 114

2. Behavioral Sciences
   - Anthropology 120, 140
   - Child Development 115, 125, 131, 134, 153
   - Communication 124, 128
   - Cross-Cultural Studies 115, 125, 153
   - Family Studies 115, 120
   - Health Education 120, 155, 158, 201
   - Psychology 120, 125, 132, 134, 138, 170
   - Sociology 120, 125, 130, 138, 140

   - Cross-Cultural Studies 118, 119, 130, 131, 180, 181
   - History 108, 109, 118, 119, 122, 123, 130, 131, 180, 181
   - Political Science 121, 140

Area E – Fitness/Wellness
Two courses involving physical exercise and/or dance are required. Veterans or active military see Veterans section on page 17. Requirements can only be met from the exercise science and/or dance courses listed below.


VII. General Studies Major Requirements
Grossmont College recognizes that the educational program of any one student should be composed of courses of study meaningful and appropriate to his/her own lifestyle. In order to facilitate this concept, the college provides for maximum flexibility in combining courses for the general studies majors. In this way, the student may design a major which is the best preparation for citizenship, personal development or employment. If the student wishes to meet the requirements for a particular major at a selected four-year college or university, the course of study the student designs would be influenced by the pattern suggested in the current catalog of the specific transfer institution. General Studies majors are outlined in the catalog.

VIII. Academic/Occupational Major Requirements
Grossmont College has developed career programs which reflect the needs of the community. The endless effort to continue dynamic program improvement and the development of career education has become an essential way of life in order to meet the needs of today’s society. The opportunities for career education at Grossmont College are excellent for all who wish to become more self-sufficient or who wish to advance in their present fields.

Many of the units earned in career programs at Grossmont College are accepted toward the Bachelor’s Degree at four-year institutions. Persons who would like to discuss career planning should consult with a counselor and/or representative of the department in which they have special interest. This should be accomplished early and, if possible, prior to registration. Career programs are outlined in the catalog, or in various brochures available in the Counseling Center.

The emphasis on career planning and education at Grossmont College is evidenced by the number of available programs leading to the Associate Degree. In curriculum planning for career education, citizens’ advisory committees, composed of persons
from various fields of specialization, give of their time in order to insure quality courses that specifically prepare for proficiencies essential to employment, retention on the job, and for living a more productive and full life.

The technical-vocational major is a program of 18 or more units designed to complete all course requirements designated by the department in a single area of concentration. Such a major shall be stated on the degree. These courses must be taken for a letter grade unless designated Pass/No Pass only.

**IX. Application for Graduation**

It is the responsibility of the student who expects to graduate to have all college transcripts on file prior to filing a written application for graduation on a form provided by the Admissions and Records Office. The application should be filed prior to the deadline for the semester in which the student plans to complete requirements for a degree. (See calendar in front of catalog for exact deadlines.)

A student not in continuous attendance at Grossmont College should be aware that he/she must meet degree requirements listed in the catalog in effect at the time of re-admission. The student may choose to meet requirements in a catalog published after his/her re-admission provided he/she remains in continuous attendance.

**X. Additional Associate Degree(s)**

Additional associate degrees may be earned under the following conditions:

A. Having received an A.A. or A.S. Degree, a student may qualify for an A.A or A.S. Degree in other fields with the exception of the General Studies Degree.

B. Having received an AA or AS degree in University Transfer Studies a student is not eligible to receive an additional University Studies degree at Grossmont College.

C. Having received a Bachelor’s Degree or higher, a student may qualify for an A.A. or A.S. Degree in other fields with the exception of the General Studies Degree or the University Studies Degree.

D. Having met all general education requirements as specified in this catalog and completed a minimum of 12 units in the major at Grossmont College subsequent to the preceding degree(s).

**XI. Multiple Majors**

Multiple majors are different from additional associate degrees (see Section X) in that the student with a multiple major works simultaneously toward the completion of more than one major. An Associate in Science or Associate in Arts Degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in this catalog under Associate Degree Programs. A General Studies Major cannot be included as part of the multiple major. Students are not eligible to receive multiple University Studies degrees.

**XII. Certificates of Achievement**

A Certificate of Achievement may be awarded upon successful completion of a prescribed course of study in the following areas: Administration of Justice; American Sign Language, Arabic; Art: Photography; Business Administration; Business-General; Business Office Technology; Chemistry; Child Development; Computer Science Information Systems; Culinary Arts, Culinary Arts - Banquet Cook; Line Cook; Pastry Cook and Prep Cook; Dance; Disability Services Management; English; Exercise Science and Wellness; French; German; Hospitality and Tourism Management; International Business; Management; Marketing; Media Communications; Multimedia; Musical Theatre; Orthopedic Technology; Respiratory Therapy – Anesthesia Technology; Retail Management; Russian; Spanish, Theatre Arts and University Studies.

To qualify for such a certificate, a student must:

1. Complete all courses for a particular certificate which are listed in the Associate Degree program section of this catalog.

2. A “C” grade is required for all courses taken at Grossmont College or elsewhere, which are to be applied toward the certificate.

3. Satisfactorily complete at least one required course at Grossmont College during the semester in which the certificate is earned. All courses taken for the certificate must be graded courses (except for University Studies.)

4. File an application for the certificate of achievement in the Admissions and Records Office at the beginning of the semester in which the requirements will be completed. (See calendar in front of this catalog for exact deadline.)

5. Students may follow the catalog under which they enter, or any subsequent catalog, as long as they are in continuous attendance. A student not in continuous attendance must meet the certificate requirements listed in the catalog in effect at the time of readmission.

**XIII. Certificates of Proficiency**

Certificates of Proficiency are offered in the following areas: Administration of Justice - California Public Safety Leadership and Ethics Program; Corrections Academy; Business – Insurance Services, Business Office Technology-Account Clerk, Front Office/Receptionist, Medical Office Assistant, Office Professional, Office Assistant Specialist Level I, Office Software Specialist Level II; Virtual Office Assistant; Cardiovascular Technology – Telemetry/EKG Technician, Child Development - Associate Teacher; Computer Science Information Systems - Computer Applications Specialist Assistant; Cross-Cultural Studies - Tribal Gaming; Culture and Policies.
TRANSFER PLANNING

Students planning to transfer to a four-year university have a wide variety of options. The California State University (CSU) with 23 campuses, the University of California (UC) with 10 campuses and private, independent colleges in California provide a wide range of academic programs, physical and academic environments, and social climates. Grossmont College offers the equivalent of the first two years of these four-year college and university degrees. Students wishing to pursue any of these educational alternatives should meet with a counselor as early as possible to discuss their educational plan.

Successful transfer planning requires the following steps: First, select an academic or career goal, then select an appropriate major to meet that goal. Next, research the most suitable college or university. After you’ve selected a college or university, make an appointment with a counselor and you will need to develop and complete a course of study in preparation for transfer, and complete the application process. Students are encouraged to make an appointment with a counselor and take advantage of the resources and assistance available in the Transfer Center.

All colleges and universities have specific admission requirements and may have course and unit requirements, as well as minimum grade point averages (GPA) that must be met prior to transfer. Four-year colleges and universities require students to complete specific general education and preparation for the major requirements. Students should complete as many of these requirements as possible before they transfer. The Articulation Office develops and maintains transfer articulation agreements with local colleges and universities which list courses that satisfy general education requirements and preparation for the major. Grossmont College maintains an articulation website with valuable information on general education and major preparation for CSU, UC and Independent/Private/Out-of-State Colleges and Universities. The web address is www.grossmont.edu/articulation. UC and CSU general education or major preparation agreements are also posted on ASSIST, California’s articulation and student transfer information system. ASSIST is available to everyone on the World Wide Web. The address is www.assist.org.

Transfer Admission Guarantee (TAG) agreements are available to Grossmont students interested in transferring to UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara and UC Santa Cruz. For more information, visit the Transfer Center website at www.grossmont.edu/transfercenter.

Associate in Arts for Transfer (A.A.-T) or Associate in Science for Transfer (A.S.-T)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (A.A.-T) or Associate in Science (A.S.-T) degrees. These degrees are designed to provide a pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an A.A.-T or A.S.-T degree are guaranteed admission with junior standing in the CSU system. Students also receive priority admission consideration to their local CSU campus. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an A.A.-T or A.S.-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Associate Degrees for Transfer are listed in the Associate Degree Programs section of the catalog. To find out which CSU campuses accept each degree and to review their options for transfer, students are encouraged to visit the Transfer Center or meet with a counselor. Additional information and updates are also available on the Articulation Web Site: www.grossmont.edu/articulation.

The California State University (CSU)

The California State Universities system provides upper division educational programs for California community college transfer students.

Grossmont College students wishing to transfer to a California State University may choose from the following campuses:

- Bakersfield*
- California Maritime Academy
- Cal Poly, Pomona*
- Cal Poly, San Luis Obispo*
- Channel Islands
- Chico
- Dominguez Hills
- East Bay*
- Fresno
- Fullerton
- Humboldt
- Long Beach

*Indicates quarter term colleges or universities

General Education Certification

Upon request of the student, at the time of transfer, the Evaluations Office of Grossmont College will certify that the minimum general education requirements have been satisfied through completion of Grossmont College courses selected from the CSU general education breadth pattern for transfer students. A student who transfers to a campus in the California State University system will be recognized as having satisfied the lower division general education requirements. Some colleges and universities in the CSU system may require additional units of general education coursework at the upper division level.

Applying For Admission

All California State Universities are on a “Common Admissions Program.” You must apply for admission online at www.csumentor.edu. Carefully follow the instructions shown on the online application.

Application Filing Periods Opens On
- Winter 2016 June 1, 2015
- Spring 2016 August 1, 2015
- Fall 2016 October 1, 2015

*Most CSU campuses will not offer winter/spring admission cycles.

Courses Accepted For Transfer to the California State University (CSU)

Please check the ASSIST website (www.assist.org) or the course descriptions in the courses of instruction area of the catalog for CSU transferability. Courses identified as transferable are certified as transferable to any of the 23 CSU campuses. There are limitations transferring 199, 298 and 299 courses. For instance, 298 courses are non-degree and non-transfer. 299A courses do not transfer to universities. 298B courses transfer to the CU system but not the UC System. Meet with a counselor for further clarification.
SDSU TAG (Transfer Admission Guarantee) Criteria
Grossmont College is considered a service-area college to San Diego State University (SDSU). This program guarantees admission to local area students who meet eligibility requirements and are pursuing a major that qualifies under the TAG Program.

Students in the service area will be ranked for admission. For information, visit the SDSU information site: http://arweb.sdsu.edu/es/admissions/transfers/index.html

The Grossmont Transfer Center site: www.Grossmont.edu/transfercenter includes updated information and resources. Students are encouraged to visit the Transfer Center and meet with a counselor for more information.

General Education Breadth Requirements for the California State University (CSU)
There is no catalog year or rule of continuing attendance for general education breadth requirements certification. A course is certifiable if, and only if, it was on the general education breadth requirements list at the time the course was taken. Please check with a counselor if you have any questions.

Students who plan to transfer to San Diego State University and other campuses of the California State University (CSU) system are reminded to request certification of their general education courses.
Certification should be requested at the Grossmont College Admissions and Records Office during the last semester or summer session of attendance at Grossmont College and after acceptance to a CSU campus. Certification is not automatic and must be requested by the student.

Certification is a legal agreement between the CSU system and community colleges in California. Certification is authorized by state law to assure that CSU general education requirements met at Grossmont College (and other community colleges) will satisfy the lower division general education requirements at San Diego State University and other state colleges and universities.

Each campus may have a slightly different program. Failure to complete full certification will cause courses to be reviewed differently at each campus.

Report any problems encountered with certification of general education for transfer to one of the counselors at Grossmont College. The counselor will assist you in trying to resolve any transfer problem and the information you provide will assist in clarification of the certification procedures. Certification applies to the CSU system only (not applicable to the University of California system).

Grossmont College will certify each course in the following pattern, with a minimum of 39 units for all areas, A through E. Certification is based on course work completed at Grossmont College and all other institutions which have a list of approved certifiable courses on file in the CSU Chancellor’s Office. Course work from all other accredited colleges and universities, including private and out-of-state, will also be reviewed for certification.

2015-2016 General Education Breadth Requirements for the California State Universities (CSU)
Area A – English Language, Communication and Critical Thinking
Three courses (a minimum of nine units) are required in Communication, English, and Critical Thinking. At least ONE course must be taken from EACH of the following three sections:

Note: All three courses are required for admission to all CSU campuses, and must be completed with a “C” grade or higher or “Pass”.

1. Oral Communication
   Communication 120, 122, 130

2. Written Communication
   English 120

3. Critical Thinking
   Communication 137, 145
   English 124
   Philosophy 125, 130
   Science 110

Area B – Scientific Inquiry and Quantitative Reasoning
Three courses (a minimum of nine units) are required in Physical Sciences, Life Sciences and Mathematical Applications. One lab course must be included from the sciences. Underlined courses do not contain a laboratory component. The lab must complement the science lecture course.

1. Physical Science
   Astronomy 110, 120
   Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232
   Geography 120, 140
   Geology 104, 110, 121, 210, 220
   Oceanography 112
   Physical Science 100, 110
   Physics 110, 130, 131, 140, 240, 241
   Science 110

2. Life Science
   Anthropology 130
   Biology 105, 110, 122, 114, 118, 120, 140, 141, 144, 145, 152, 230, 240

3. Laboratory
   Anthropology 131
   Astronomy 112
   Biology 141L
   Geography 121
   Geology 111
   Oceanography 113
   Physical Science 111

4. Mathematical/Quantitative Reasoning
One course is required for admission to all CSU campuses, and must be completed with a “C” grade or higher or “Pass”.
   Anthropology 215
   Biology 215
   Economics 215
   Mathematics 120, 125, 126, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285
   Psychology 215
   Sociology 215

General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.
Area C – Arts and Humanities

Three courses (a minimum of nine units) are required, with at least ONE course in EACH section.

1. Arts
   - Art 100, 120, 126, 130, 140, 141, 142, 143, 145, 146, 147
   - Cross-Cultural Studies 126, 134
   - Dance 110
   - Humanities 110, 120
   - Media Communications 111
   - Music 110, 111, 115, 116, 117
   - Photography 154
   - Religious Studies 140
   - Theatre Arts 101, 110, 143, 144

2. Humanities
   - American Sign Language 120, 121, 140, 220, 221
   - Arabic 120, 121, 123, 148, 220, 221, 250, 251
   - Chinese 120, 121, 220, 221, 250, 251
   - Communication 136, 144
   - Cross-Cultural Studies 122, 123, 135, 144, 147, 149, 152, 236, 237, 238
   - French 120, 121, 152, 220, 221, 250, 251
   - German 120, 121, 220, 221, 250, 251
   - History 100, 101, 103, 105, 106, 126, 135, 136, 137, 148
   - Humanities 110, 120, 125, 130, 135, 160
   - Italian 120, 121, 220, 221, 250, 251
   - Japanese 120, 121, 220, 221, 250, 251
   - Philosophy 110, 111, 112, 114, 116, 118, 140, 141, 145, 150, 155
   - Religious Studies 120, 130, 140, 150
   - Spanish 120, 121, 122, 123, 141, 145, 220, 221, 250, 251

Area D – Social Sciences

Three courses (a minimum of nine units) are required, courses must be taken in at least two sections.

1. Anthropology and Archeology
   - Anthropology 120, 140

2. Economics
   - Economics 110, 120, 121, 261

3. Ethnic Studies
   - Anthropology 120
   - Communication 144
   - Cross-Cultural Studies 114, 115, 118, 119, 124, 125, 128, 130, 131, 132, 133, 135, 143, 144, 145, 152, 180, 181
   - French 152
   - History 118, 119, 130, 131, 180, 181
   - Psychology 125
   - Sociology 114
   - Spanish 145

4. Gender Studies
   - Cross-Cultural Studies 154, 155
   - History 122, 123, 154, 155
   - Sociology 140

5. Geography
   - Geography 106, 130, 170

6. History
   - Cross-Cultural Studies 118, 119, 130, 131, 135, 147, 154, 155, 180, 181

7. Interdisciplinary Social or Behavioral Science
   - Child Development 125
   - Communication 124, 128
   - Cross-Cultural Studies 114
   - Family Studies 120
   - Media Communications 110
   - Political Science 135
   - Sociology 114, 125, 130

8. Political Science, Government, and Legal Institutions
   - Administration of Justice 110
   - Political Science 120, 121, 124, 130, 140, 150, 160

9. Psychology
   - Child Development 125
   - Cross-Cultural Studies 125
   - Psychology 120, 125, 138, 140, 150, 170, 220
   - Sociology 138

10. Sociology and Criminology
    - Child Development 115, 131, 145
    - Cross-Cultural Studies 114
    - Family Studies 115
    - Psychology 132

Area E – Lifelong Understanding and Self Development

*One course (a minimum of three units) is required.

- Business 195
- Child Development 125, 145
- Counseling 120
- Cross-Cultural Studies 127
- English 219
- Family Studies 110, 120, 129
- Health Education 120, 155, 158, 201, 255
- Health Sciences 110
- Psychology 132, 134, 140, 150, 180, 220

Area E

Completion of the above pattern will total 39 semester units. Additional upper division general education courses may be required at four-year institutions. Consult the transfer institution and/or www.assist.org. Counselors are available for assistance.

U.S. History, Constitution and Government (American Institutions)

Although this requirement is not a part of the General Education requirements for CSU, all students must complete coursework in U.S. History, Constitution and Government. The courses may also be used to partially fulfill Area D of the CSU General Education Breadth Requirements. Students are required to select either Track 1, Track 2 or Track 3 and then complete two (2) courses; one must be from Part A and one from Part B. This information is current at the time of catalog production. All official articulation and updates can be found on www.ASSIST.org and the Grossmont College Articulation web site: www.grossmont.edu/articulation.

Track 1: One course from Part A and one from Part B

Part A

- History 108
- History/Cross-Cultural Studies 118
- History 122
- History/Cross-Cultural Studies 130

Part B

- History/Cross-Cultural Studies 180

Sociology 125

*Or DD214 or military transcript.

- Early American History
- U.S. History Chicano/Chicana Perspectives I
- Women in Early American History
- U.S. History and Cultures:
- Native American Perspectives I
- U.S. History: Black Perspectives I
The following is subject to change. Official updates are at www.assist.org. Counselors are available for assistance.

Students completing the Intersegmental General Education Transfer Curriculum may be eligible for the University Studies Certificate of Achievement. Please see page 118 for more information.

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) in Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.

The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses.

Completion of the IGETC is not a guarantee of admission or a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU’s general education requirements or those of a particular UC campus.

Interested students should contact a counselor for further information.

**General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.**

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.

The IGETC is subject to change. Please see page 118 for more information.

The Intersegmental Committee of the Academic Senates approved the IGETC in Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.

The IGETC is subject to change. Please see page 118 for more information.

The Intersegmental Committee of the Academic Senates approved the IGETC in Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.
3B. Humanities
American Sign Language 121, 140, 220, 221
Arabic 121, 123, 148, 220, 221
Chinese 121, 220, 221
Communication 144
Cross-Cultural Studies 123, 133, 135, 144, 147, 149, 152, 236, 237, 238
French 121, 152, 220, 221
German 121, 220, 221
History 100, 101, 103, 105, 106, 126, 135, 136, 137, 148
Humanities 110, 120, 125, 130, 135, 170
Italian 121, 220, 221
Japanese 121, 149, 220, 221
Philosophy 110, 111, 112, 114, 116, 118, 140, 145, 150, 155
Religious Studies 120, 130, 140, 150
Russian 121, 220, 221
Spanish 121, 123, 141, 220, 221
Theatre Arts 143, 144

Area 4 – Social and Behavioral Sciences
(9 semester units)
Three courses from at least two subject areas

4A. Anthropology and Archaeology
Anthropology 120, 140

4B. Economics
Economics 110, 120, 121, 261

4C. Ethnic Studies
Communication 144
Cross-Cultural Studies 114, 115, 118, 119, 125, 127, 128, 130, 131, 132, 135, 143, 144, 145, 154, 155, 180, 181
History 118, 119, 130, 131, 154, 155, 180, 181
Psychology 125
Sociology 114

4D. Gender Studies
Cross-Cultural Studies 154, 155
History 122, 123, 154, 155

4E. Geography
Geography 106, 130, 170

4F. History
Cross-Cultural Studies 118, 119, 130, 131, 135, 147, 154, 155

4G. Interdisciplinary, Social and Behavioral Sciences
Child Development 125
Communication 124
Family Studies 120
Media Communications 110
Political Science 155

4H. Political Science, Government & Legal Institutions
Administration of Justice 110
Political Science 120, 121, 124, 130, 140, 160

4I. Psychology
Child Development 125
Cross-Cultural Studies 125
Psychology 120, 125, 134, 138, 140, 150, 170, 220
Sociology 138

4J. Sociology and Criminology
Child Development 115
Cross-Cultural Studies 114
Family Studies 115
Psychology 138
Sociology 114, 120, 125, 130, 138, 140

Area 5 – Physical and Biological Sciences
(7-9 semester units)
Must include one course in Physical Science and one course in Biological Science. One of the courses must include a laboratory. (Underlined courses do not contain a laboratory component.)

5A. Physical Science
Astronomy 110, 120
Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232
Geology 120, 140
Oceanography 112
Physical Science 100, 110
Science 110

5B. Biological Science
Anthropology 130
Biology 105, 110, 112, 114, 118, 120, 140, 141, 144, 145, 230, 240

5C. Laboratory
Take one course in this section if lab course not taken from a 5A or 5B. The lab must complement the science lecture course.

Anthropology 131
Astronomy 112
Biology 141L
Geography 121
Geology 111
Oceanography 113

Area 6 – Languages Other Than English
(UC requirement only)
Proficiency equivalent of two years of high school study in the same language.

6A. Languages Other Than English
American Sign Language 120, 121, 220, 221
Arabic 120, 121, 122, 123, 220, 221, 250, 251
Chinese 120, 121, 220, 221
French 120, 121, 220, 221
German 120, 121, 220, 221
Japanese 120, 121, 220, 221
Italian 120, 121, 220, 221
Russian 120, 121, 220, 221
Spanish 120, 121, 122, 123, 220, 221

UC Requirement only: Language other than English - Proficiency equivalent to two years of high school study in the same language. One of the following: (1) completion of two years of high school study in the same language with a “C” grade or higher (verified by high school transcript); (2) complete one of the courses listed in IGETC, area 6A.

CSU Graduation Requirement in U.S. History, Constitution, and American Ideals (American Institutions) is not part of IGETC but may be completed prior to transfer to CSU. See page 45 for list of courses to satisfy this requirement
University of California (UC)
The University of California is an integral part of the public education system of California. The campuses of the University of California are located in:

- Berkeley
- Merced
- Santa Barbara
- Davis
- Riverside
- San Francisco
- Irvine
- San Diego (Medical Center)
- Los Angeles
- Santa Cruz

*Semester System

Each campus of the University of California usually accepts, at full unit value, UC transferable courses completed with satisfactory grades in the public community colleges of the state. Students intending to transfer to the university will find it advantageous to complete their lower division requirements at Grossmont College. A maximum of 70 transferable community college units is honored by the university campuses. However, students should become familiar with specific requirements of the campus to which transfer is planned by examining the university catalog and website.

Articulation agreements have been developed with most campuses of the University of California and are available on the ASSIST website (www.assist.org). Grossmont counselors can provide assistance with transfer educational plans.

To apply for admission to the University of California as an undergraduate, apply online at www.universityofcalifornia.edu/admissions during the application months listed as follows:

- Fall Quarter/Semester: Nov. 1-30, 2015
- Winter Quarter: July 1-31, 2016

*Most UC campuses will not offer a winter/Spring admission cycle.

Submit your completed application online on or soon after the opening of the application period. Application workshops are available to assist you with completing the application.

Upper Division UC Transfer Admission Requirements

1. Complete 60 semester units or 90 quarter units or of transferable college credit with a minimum grade point average of 2.4, (2.8 for non-residents) and
2. Complete with a "C" grade or higher or “Pass” (no more than 14 semester/21 quarter units may be taken Pass/No Pass) a seven-course pattern requirement to include:
   a. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
   b. One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
   c. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, or the physical and biological sciences.
   d. In addition to the requirements above, individual universities have specified additional requirements and transfer GPA
   or
   Complete the IGETC to fulfill lower division general education (if appropriate for UC major).

Courses Accepted For Transfer to the University Of California

The most current list of UC transferable courses is available on the ASSIST website (www.assist.org). Also, please check the course description for each course in the catalog for UC transferability. Below is a list of UC credit limitations.

University of California (UC) Credit Limitations: Subject to change. The ASSIST website (www.assist.org) lists the most current.

ANTH/BIO/ECON/SOC/PSY 215/MATH 160: maximum credit, one course.
ART/MCOM/MUS/THTR 189: maximum credit, one course.
BIO 140, 141, 141L, 144, 145: maximum credit 8 units.
BIO/GEOL/GEO/L/GEOL/150: maximum credit, one course.
BIO/ANTH/ECON/SOC/PSY 215/MATH 160: maximum credit, one course.
CCS/SOC 114: maximum credit, one course.
CCS 115 and CCS/COMM 144 and COMM 124 combined: maximum credit, one course.
CCS/HIST 118, 119; 130, 131; 180, 181 combined with HIST 108, 109 and 122, 123: maximum credit, one series.
CCS/SPAN 122 combined with SPAN 120: maximum credit, one course.
CCS/SPAN 123 combined with SPAN 121: maximum credit, one course.
CCS/PSY 125: maximum credit, one course.
CCS/JAPN 149: maximum credit, one course.
CCS/FREN 152: maximum credit, one course.
CCS/HIST 154: maximum credit, one course.
CCS/HIST 155: maximum credit, one course.
CCS/HIST 180: maximum credit, one course.
CCS/HIST 181: maximum credit, one course.
CCS/ENGL 236: maximum credit, one course.
CCS/ENGL 237: maximum credit, one course.
CCS/ENGL 238: maximum credit, one course.
CD/FS 115: maximum credit, one course.
CHEM 110, 113, 115, 116 and 120 combined: maximum credit, one course. No credit for 110, 113, 115, 116, or 120 if taken after 141.
COMM 124 and COMM/CCS 144 or CCS 115 combined: maximum credit, one course.
CSIS/MM 190: maximum credit, one course.
DANC: Maximum of four semester units of credit for Physical Education (FS) activity courses.
ECON 110: No credit for 110 if taken after 120 or 121.
ECON/BIO/ANTH/SOC/PSY 215/MATH 160: maximum credit, one course.
ENGL 130, 131, 132 and 133 combined: maximum credit, two courses.
ENGL 134, 135, 136 and 137 combined: maximum credit, two courses.
ENGL 140, 141, 142 and 143 combined: maximum credit, two courses.
ENGL 160, 161, 162 and 163 combined: maximum credit, two courses.
ENGL 175, 176, 177 and 178 combined: maximum credit, one course.
ENGL 225, 226, 227, 228 combined: maximum credit, two courses.
ENGL/CCS 236: maximum credit, one course.
ENGL/CCS 237: maximum credit, one course.
ENGL/CCS 238: maximum credit, one course.
ES: maximum of four semester units of credit for Physical Education activity courses.
ES 047, 051, 250, 262, 263: maximum credit for non-activity transferable ES courses: 8 units.
ESL 103, 106, and 119: combined: maximum credit of 8 units.
FREN/CCS 152: maximum credit, one course.
FS/CD 115: maximum credit, one course
FS 120, PSY 150: maximum credit, one course.
GEOG/BIO/GEOL/OCEA 150: maximum credit, one course.
GEOG/BIO/GEOL/OCEA 150: maximum credit, one course.
HIST 108, 109 or HIST/CCS 118, 119 or 130, 131 or 180, 181: maximum credit, one series.
HIST/CCS 154: maximum credit, one course.
HIST/CCS 155: maximum credit, one course.
HUM 120, 125, 130 and 170 combined: maximum credit, two courses.
JAPN/CCS 149: maximum credit, one course.
MATH 120, 125 and 126 credit can only be granted for either 120 or 125 and 126 combined.
MATH 160/ANTH/BIO/ECON/PSY/SOC 215: maximum credit, one course.
MATH 175 and 176: combined: maximum credit, one course.
MATH 178 and 180 combined: maximum credit, one course.
MCOM/ART/MUS/THTR 189: maximum credit, one course.
MM/CSIS 190: maximum credit, one course
MUS 105 and 106 combined with 128 and 129: maximum credit, one series.
MUS/ART/MCOM/THTR 189: maximum credit, one course.
OCEA/BIO/GEOL/OCEA 150: maximum credit, one course.
PHYC 110: No credit if taken after 130 or 140.
PHYC 130, 131 combined with 140, 240 and 241: maximum credit, one series. Deduct credit for duplication of topics.
PSC 110 and 111: No credit if taken after a college course in Astronomy, Chemistry, Geology or Physics.
PSY/CCS 125: maximum credit, one course.
PSY/SOC 138: maximum credit, one course.
PSY 150, FS 120: maximum credit, one course.
PSY/ANTH/BIO/ECON/SOC 215/MATH 160: maximum credit, one course.
SOC/CCS 114: maximum credit, one course.
SOC/PSY 138: maximum credit, one course.
SOC/PSY/ANTH/BIO/ECON 215/MATH 160: maximum credit, one course.
SPAN 120 combined with SPAN/CCS 122: maximum credit, one course.
SPAN 121 and SPAN/CCS 123 combined: maximum credit, one course.
THTR/ART/MCOM/MUS 189: maximum credit, one course.

UNIVERSITYLINK

UniversityLink is an admission guarantee program to UCSD designed for recent high school graduates and student veterans, active duty service members and current/former foster youths. Additional information can be found on the Transfer Center Website: www.grossmont.edu/transfercenter. Students are encouraged to visit the Transfer Center or meet with a counselor to determine eligibility.

Independent California Colleges and Universities

California’s fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs and websites. Visit the Grossmont College Articulation website: www.grossmont.edu/articulation or the Transfer Center: www.grossmont.edu/transfercenter for major preparation and general education at selected universities. Independent institutions invite you to make an appointment with their Admissions Office to discuss your transfer opportunities on a personal basis.

Information regarding financial aid provided at independent four-year institutions may be available in the Financial Aid Office at Grossmont College.